



DELEGATE HOTEL BOOKING FORM - GROUP CODE HELM130611

Please use one form per reservation - complete all information

<p>GUEST DETAILS</p> <p>Mr/Mrs/Miss: _____</p> <p>Guest name: (Last) _____ (First) _____</p> <p>Job title: _____</p> <p>Company name: _____</p>	<p>Arrival date: _____</p> <p>Departure date: _____</p> <p>Arrival flight: _____</p> <p>Departure flight: _____</p>
	<p>Telephone number: _____</p> <p>Facsimile number: _____</p> <p>Email address: _____</p>

ROOM TYPE / RATE

Guest room

GBPE200.00 - single occupancy, including 1 daily English Breakfast

Special Request:

Non-smoking
 Smoking
 Other

I / WE AGREE TO GUARANTEE THIS RESERVATION BY THE CREDIT CARD LISTED BELOW:

AMEX VISA MASTER DINERS Other _____

Card Number: _____ Expiry Date: _____

* Remarks : Reservation to be confirmed by giving valid credit card information as a guarantee

TERMS AND CONDITIONS

- Any rooms booked by individuals have a 48-hour cancellation policy
- If any rooms are canceled after this time, they will incur a cancellation charge
- Any early departures will incur full accommodation cancellation charges and the remainder of the stay will be cancelled
- Reduction in the number of nights, when guests are checked into the hotel will also incur full cancellation charge
- Any no-shows will be charged for their stay and the remainder of their stay, if more than one night, will be automatically released without prior notification

Please email this form on or before **14 May 2011** to the reservations department of the Guoman Cumberland at GRPSCUMB@GUOMAN.CO.UK or call **+44 (0)871 977 2299** quoting reference: HELM130611. All reservations are subject to availability.

<p>FOR HOTEL USE ONLY</p> <p>Block Code: "HELM130611"</p> <p>Confirmation No. _____</p>	<p>Confirmed By: _____</p>	<p>Date: _____</p>
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Remarks : _____