



## John Adams Hall accommodation booking form 2011–2012 for stays of 1–28 days

Please read and complete both pages of this form. This booking will not be accepted if ALL sections are not completed and the relevant deposit attached.

**NOTE: Bookings must be made no later than midday on the day prior to arrival, or midday on Thursday for weekend bookings**

Arrival date (after 2pm):

Departure date (by 10am):

Please note: a separate booking must be made for each guest unless sharing an ensuite or twin room

First name:

Title:

Surname:

Academic status:

Details of any additional guests for ensuite or twin rooms:

Student ID number:

Permanent home address:

Email address:

Contact telephone number:

Please note: only applications submitted with a valid student ID number will receive student rates.

NON IOE students only: please attach a copy of your student ID card or proof of your student status from your university with this application.

I understand that once this booking has been processed by John Adams Hall it will be subject to cancellation charges (as specified overleaf). I accept all conditions on this form and I understand that my deposit will not be refunded under any circumstances.

I understand that the hall is completely non-smoking and that I am not permitted overnight guests.

**I accept the above terms and conditions:**

Date:

# Rates and charges

Please indicate which type of accommodation you require by selecting a room from the drop down boxes below.

SINGLE OCCUPANCY	DOUBLE OCCUPANCY
Standard single	Twin
Standard ensuite	Large ensuite
Large ensuite	Prices shown are per room per night. VAT is included, as applicable, at 20% for non fee-paying academics/guest/staff rates. Bed linen and towels are provided.

Second preferred choice if first choice is unavailable:

**FEE-PAYING ACADEMICS ONLY:** Please state the name and telephone number of your contact at the IOE to confirm your status.

Name:	Telephone number:
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Please note: all fee-paying visiting academics MUST show proof of fee-paying status when submitting this booking (please attach this when returning the form). Only letters from the Institute of Education showing this status will be accepted.

## Deposit

A deposit of £150.00 (or full cost of booking if less) must be enclosed with this booking.

The deposit will not be returned in case of non-arrival/cancellation.

Deposit payment may only be made by Visa, MasterCard, Switch. We cannot accept cash or cheques. If you fail to pay the whole amount during your stay, the outstanding balance will be debited from your credit card. On check in the balance may be paid by cash or card.

Please note: security code can be found on the reverse of your card, and is the last three digits on the signature strip.

Please deduct the deposit from the following card:

Type of card:	Card number:		
Issue no (switch only):	Valid from:	Expiry date:	Security code:

Full billing address (if different from above):

### Payment

I understand that full payment must be made prior to or on arrival at which point I will be issued with an invoice. I further understand that I will not be admitted to John Adams Hall unless full payment is made upon or prior to arrival.

Would you like us to take deposit or full payment before arrival? (Please tick one box only).

**I accept the above conditions:**

**FOR INTERNAL BOOKING USE ONLY – Please enter your 12 digit budget code here:**

### CANCELLATION CHARGES

If you wish to cancel this booking prior to your arrival you must put this in writing to John Adams Hall Management. In the event of a cancellation your deposit will be withheld as a cancellation charge. Bookings will be held until 8am on the day following the requested day of arrival, at this point we will assume that the booking has been cancelled and the deposit will be withheld. If you reduce the length of your booking you will be charged 50% of the nights cancelled. No cash refunds can be given. Funds will either be added to the card used originally, or a cheque will be raised that will take approximately 3 weeks to process, and will be in pounds sterling (if canceling part of the booking brings the total payable to less than the deposit paid, the remainder of the deposit will not be refunded).

### PLEASE READ THE FOLLOWING BEFORE SUBMITTING YOUR BOOKING:

**THE HALL IS COMPLETELY NON-SMOKING.** All standard single rooms and ensuite rooms are let for single occupancy only. Guests may have day visitors in their rooms between 8am and 11pm only. No overnight guests are permitted. John Adams Hall is a place for study all year round and guests are expected to respect this. Noise must be kept to a minimum at all times. No noise should be audible outside your room between 11pm and 8am. Any complaint of noise will be taken seriously and if you are responsible you will be asked to leave the Hall. If you are disturbed by noise at any time you should contact Reception. Any persons found tampering with the Hall's fire detection system or safety systems, or in any way jeopardizing the health and safety of other residents, or involved in any illegal activity will be instructed to leave the Hall without notice.

**I have read and understand the above information:**

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**To be completed by John Adams Hall general office**

Date confirmation letter sent:	Confirmed by:	<b>SUBMIT</b>
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