



Cnr Foreshore Drive & Cathedral Avenue,
Geraldton, Western Australia 6530

Ph: (08) 9921 7777

Fax: (08) 9964 1990

Email: reservations@oceancentrehotel.com.au

CONFERENCE ROOM BOOKING FORM

NO BOOKINGS WILL BE TAKEN IF THIS FORM IS NOT RECEIVED

CONFIRMED BOOKINGS

A deposit of 50% of room hire cost is required with these accepted terms & conditions, only then will your booking be confirmed. Upon confirmation of the booking a confirmation letter will be emailed to you.

FOOD & BEVERAGE SELECTIONS

All catering and equipment selections must be finalized 7 days prior to the function date. Contact will be made by the function coordinator or the manager to finalise details.

GUARANTEED NUMBERS

A guaranteed number of guests attending the function is required 72 hours prior to the function date. Management reserves the right to charge for catering in accordance with supplied numbers.

PAYMENT

Payment for your function will be processed and payable at the conclusion of the event. Payments can be made by cash, eftpos, credit card or purchase order if existing account is in place with the hotel. Less the deposit.

I understand and accept all the terms and conditions listed above.

Signature: Date:

Conference Date: Conference Room:

Approx Numbers: Arrival Time:

Your Name: Phone:

Email: Fax:

Comments:

**OCEAN
CENTRE
HOTEL**
GERALDTON



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CREDIT CARD AUTHORITY

I give Ocean Centre Hotel the authority to
deduct \$ from my credit card for the deposit to secure
the conference on the

CREDIT CARD DETAILS

Type of Card: Visa Mastercard American Express Diners

Credit Card Number:

Credit Card Expiry:

Name on Credit Card:

Signature of Credit
Card holder:

Do you wish this credit card to be charged for the balance of the function costs? Yes No

Please note that these details are kept on file until the function date. If the function is not settled upon completion this credit card will automatically be charged any outstanding amounts.