

## SMi Group's London Hotel Accommodation Booking Service

To book your accommodation please complete the form on page 2. We will take care of the rest. SMi will ensure that you get the right accommodation at the right price whatever your budget. **Remember London hotels book up very fast so please do not delay completing the booking form. Booking early ensures that you get your first choice hotel.**

**Please note that the SMi Group does not work with any third party providers for hotel room reservations please see footnote at bottom of page\***

Return your form to us via email at [events@smi-online.co.uk](mailto:events@smi-online.co.uk). Once your booking is complete SMi will send you the confirmation via email.

### All rates exclude VAT & include breakfast unless stated other wise

#### St Ermins Hotel

**Address:** Caxton Street, London, SW1H 0QW, UK

**Walking Distance:** 7 minutes

**Nearest Underground Station:** St. James's Park

**SMi Special Rates:**

Standard Room: £236.67

#### St James' Court, A Taj Hotel

**Address:** 54 Buckingham Gate, London, SW1E 6AF

**Walking Distance:** 9 minutes

**Nearest Underground Station:** St. James's Park

**SMi Special Rates:**

Standard Room: £229.16

#### Marriott London County Hall

**Address:** Westminster Bridge Road, London, SE1 7PB, UK

**Walking Distance:** 10 minutes

**Nearest Underground Station:** High Street Kensington

**SMi Special Rates:**

Standard Room from £283.33

#### Park Plaza Waterloo

**Address:** 6 Hercules House, London, SE1 7TJ, UK

**Walking Distance:** 12 minutes

**Nearest Underground Station:** Waterloo

**SMi Special Rates:**

Standard Room: £199.99

#### Wellington Hotel

**Address:** 71 Vincent Square, London, SW1P 2PA, UK

**Walking Distance:** 12 minutes

**Nearest Underground Station:** Victoria

**SMi Special Rates:**

Superior Room: £169

Executive Room: £195

#### Park Plaza Riverbank

**Address:** 18 Albert Embankment, SE1 7TJ, UK

**Walking Distance:** 12 minutes

**Nearest Underground Station:** Waterloo

**SMi Special Rates:**

Standard Room: £159.99

#### Rochester Hotel

**Address:** 69 Vincent Square, London, SW1P 2PA, UK

**Walking Distance:** 13 minutes

**Nearest Underground Station:** Victoria

**SMi Special Rates:**

Superior Room: £139

Executive Room: £169

# HOTEL RESERVATION FORM

Please complete and return to the following e-mail address

E-mail: [events@smi-online.co.uk](mailto:events@smi-online.co.uk)

## Guest Details

Conference			
Title:	Forename:	Surname:	
Company:		Telephone:	
Email:		Fax:	
Address:			

## Hotel Details

Hotel Name:		
Room Type:	Standard	Executive/Superior
No of Rooms:	No of Nights:	
Arrival Date:		Departure Date:

## Credit Card Details

**Please note the below card details are used only to guarantee the room reservation. Upon arrival, the hotel will ask for a physical credit card to take payment/guarantee any extra charges [room service etc]. If you would like to settle payment prior to arrival, please contact us and we will send you a Credit Card Authorisation Form.**

Card Type:	MasterCard	Visa	Amex
Card Number for guarantee:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Holder Name:	Expiry Date:		
I confirm that I have read and agree to SMi Terms & Conditions of Booking			
Signature:	Date:		

**Terms and Conditions of Booking:** If a cancellation is made, please advise the hotel directly as well as SMi, quoting your reservation number. Rooms can be amended or cancelled more than 7 days before check-in date. Any cancellations or amendments after this date will be subject to 100% cancellation fee.

***\*A number of our clients have been approached by third party organisations offering to book hotel rooms. We would advise that you do not book through them as they are not representing the SMi Group. SMi Group books all hotel rooms directly. If you are approached by a third party organisation then please contact us before making any bookings. If you have already booked a hotel room using a third party organisation, we would highly recommend contacting the hotel you were booked into to ensure a booking has been made for you. We would also advise you to please check the terms and conditions of the booking carefully.***