

## HOTEL RESERVATION FORM

Please complete and return on the following Fax number or E-mail address

Phone: +44 (0) 207 827 6000

Fax: + 44 (0) 207 827 6001

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

<b>Guest Details</b>		
Conference: Venue:	Copthorne Tara Hotel London Kensington, Scarsdale Place, Kensington W8 5SY	
Title:	Forename:	Surname:
Company:	Telephone:	
Email:	Fax:	
Address:		

<b>Hotel Details</b>	
<b>Room type:</b> Club Room - £118.50*	Occupancy: Single / Double
No of Nights:	Arrival Date:
No of Rooms:	Departure Date:

*\*All rooms are ex VAT and includes breakfast, per room per night.*

*-Bookings can be released without charge 7 days prior to arrival provided cancellation is in writing.*

*The following supplements shall apply for upgraded room categories*

*- £20.80 ex VAT apply for superior rooms*

*- £33.33 ex VAT apply for Club rooms but include Club Lounge access.*

*The following supplement shall apply for additional guest breakfast*

*- £11.25 ex VAT apply for standard rooms*

<b>Credit Card Details</b>			
Card Type:	MasterCard	Visa	Amex
Card Number for guarantee:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Card Holder Name:	Expiry Date:		
		CVV:	
I confirm that I have read and agree to SMi Terms & Conditions of Booking and authorise for payment to be taken from the credit card as supplied.			
Signature:	Date:		

SMi will ensure that you get the right accommodation at the right price whatever your budget. SMi rates are guaranteed to be lower than those published on the hotel website or any other online booking website. 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.

**Terms and Conditions of Booking:** Please note the hotel will charge your credit card directly on departure. If a cancellation is made, please advise the hotel directly as well as SMi, quoting your reservation number. Please check the hotel website for full cancellation Terms and Conditions.