

# HOTEL ACCOMMODATION REGISTRATION FORM

## NH THE LORD CHARLES HOTEL, SOMERSET WEST

### DISASTER MANAGEMENT INSTITUTE OF SOUTHERN AFRICA (DMISA)

Arrival Date: 13 September 2011 - Departure Date: 16 September 2011

Special group tariffs have been negotiated. Please indicate your choice of accommodation and date of ARRIVAL and DEPARTURE.

Please forward the completed form to:

Natasha Petersen  
NH The Lord Charles Hotel  
PO Box 5151  
Helderberg, South Africa  
7135

Tel +27 21 8551040  
Fax +27 21 8551107  
Email [n.petersen@nh-hotels.co.za](mailto:n.petersen@nh-hotels.co.za)

Please indicate your choice of room:

#### Standard Room

Single R 930 per room per night, breakfast included  
Double/Twin R 1 319 per room per night, breakfast included

#### Superior Room

Single R 1 121 per room per night, breakfast included  
Double/Twin R 1 510 per room per night, breakfast included

#### Executive Suites

Single R 1 586 per room per night, Bed and Breakfast  
Double/Twin R 1 975 per room per night, Bed and Breakfast

Please indicate  Smoking  Non-smoking

The above rates quoted are per room, per night and include breakfast in the restaurant. The rates include 14% VAT, and the 1% Tourism Levy per room per night. **Please note that check-in is at 14:00 and checkout is at 11:00 on day of departure.** Any delegates wishing to extend their stay before or after the conference will be entitled to the same rates, subject to availability.

NAME Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_

NAME SHARING Title \_\_\_\_\_ First Name \_\_\_\_\_ Surname \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

TELEPHONE (work) \_\_\_\_\_ (fax) \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE OF ARRIVAL \_\_\_\_\_ FLIGHT NUMBER \_\_\_\_\_ TIME \_\_\_\_\_

DATE OF DEPARTURE \_\_\_\_\_ FLIGHT NUMBER \_\_\_\_\_ TIME \_\_\_\_\_

DO YOU NEED TRANSPORT FROM THE AIRPORT TO THE HOTEL? YES  NO

If yes, your hotel accommodation account will automatically be debited with the amount of R300.00 one-way transfer for the first person. An amount of R50.00 per person will apply for any additional guests utilizing the same transport.

The **closing date for accommodation reservation is 1 SEPTEMBER 2011** (accommodation cannot be guaranteed after this date). To secure your reservation, we do require your credit card details or full pre-payment.

- Credit Card: Visa/Masters/Diners/Amex Card No \_\_\_\_\_

- Expiry date \_\_\_\_\_ CVV number \_\_\_\_\_ (3 digits on back)

- Bank Transfer Bank Nedbank  
Branch Somerset West  
Branch code 106012  
Account number 1060127903

- The hotel does not accept cheques

This form should be completed and **returned directly to Natasha Petersen before 1 SEPTEMBER 2011.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE