



## COMFORT HOTEL PERTH CITY

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### **TERMS & CONDITIONS – GROUP BOOKINGS & RATES**

#### **Rates/ Taxes and Government Levies**

The group rates are quoted for group travel only. A group consists of any party with a minimum of ten (10) or more standard rooms. For bookings less than 10 rooms, discounted group rates do not apply. Group rates are not eligible for any type of loyalty points including Choice Privileges and Qantas Frequent Flyers. Surcharges and other variations to policy may be applicable for special events, public holidays and long weekends

All rates are quoted in Australian dollars unless otherwise stated.

Rates are subject to change without notice due to any changes in/or imposition of government charges, taxes or levies. Rates are confidential and applicable only to the company appearing on the rates issue schedule.

#### **Arrival**

Check in time is from 2.00pm. Rooms requiring check-in prior to 2.00pm will require pre-registration to guarantee check-in. Additional charges may apply for early arrival requests.

#### **Departure**

Checkout time is 10.00am. Late departures up to 12.00pm are available, subject to availability, additional charges apply. Day use charges may apply after 12 noon till 3pm. Beyond 3.00pm the full day rate will be applicable.

#### **FOC Policy**

For group inbound bookings over 15 rooms (16 rooms or more) the hotel offers one (1) FOC night for the Tour Leader for the duration of the inbound group stay. This is available on room types of Standard Hotel Single.

#### **Children's Policy**

Children 0-2 years of age sharing the same room as their parents and using existing bedding are free of charge. Cots and rollaways are available on request (costs will apply).

#### **Payment**

Comfort Hotel Perth City requires a deposit of 10% of the total cost within 30 days of confirmation to guarantee the group booking. If the booking is confirmed within 30 days of the arrival date, the deposit is due within 7 days of confirmation. Final payment is due no later than 14 days prior to arrival.

Credit facilities require a credit application form to be completed and is subject to approval. Approval of credit facilities requires at least 5 working days for relevant processing to be completed. Please note that trading terms are strictly 14 days from date of departure.

All incidental charges incurred during a guest's stay are to be settled upon departure, unless prior arrangements have been established.



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### **Booking Requirements:**

- On acceptance of group booking, Comfort Hotel Perth City requires a preliminary rooming list 14 days prior to arrival date.
- Final rooming list due 7 Days prior - If final rooming list has not been received 7 days prior to start date, the Group Booking organiser will be contacted to obtain this list. At this point in time, reductions in numbers will not be refunded. Increase in numbers will be accepted subject to availability.

### **Cancellation Policy**

The Group organiser is required to notify the Comfort Hotel Perth City in writing of any reductions in group numbers or cancellations. Verbal amendments & cancellations are not accepted. The following penalties apply should the reservation be cancelled or the numbers reduced.

#### **Cancellations or reductions within:**

- 30 - 14 Days of arrival - If 10% or less than total rooms nights are cancelled – no penalty
- If more than 10% of total room nights are cancelled - deposit is non-refundable
- 14 Days - day of arrival - Penalty of 100% of total cost will apply.

### **Room Types & Maximum Capacity**

The following room types indicate maximum capacity in each room type.

Standard Hotel Double	-	1 x queen size bed	2 Pax
Standard Hotel Twin	-	2 x single beds	2 Pax
Standard Hotel Triple	-	3 x single beds	3 Pax
Standard Hotel Family	-	1 x King bed / 2 singles	4 Pax
Studio Double Room	-	1 x queen size bed	2 Pax
Studio King Suite	-	1 x King Size bed	2 Pax

The hotel is able to vary configuration types (example) conversion of Studio Double room to triple accommodation – 3 single beds subject to availability of rooms.

There is a limited availability of non smoking rooms, the hotel has a strict non smoking policy and charges will be incurred by the guest in the event that the guest chooses to smoke in non smoking rooms.



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### **Food & Beverage Facilities**

Where rates are inclusive of breakfast, breakfast means a full continental buffet breakfast served in K Café on Hay unless otherwise stated.

Breakfast is served daily between 6.30 am and 10.00 am.

### **Parking**

The hotel does not charge for parking; however there is limited secure parking available. Parking is subject to availability and is not guaranteed. Residential street side parking external to the hotel accommodates any additional parking requirements. Fees do apply between the hours of 8-00am - 5-30pm.

**We are acknowledging Comfort Hotel Perth City's terms and conditions that are issued in conjunction with the Group Rates Schedule Issue.**

**COMPANY NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_