

MASSEY UNIVERSITY - TURITEA CAMPUS - ACCOMMODATION REQUEST FORM

NAME: _____ **Male/Female** **DATE OF REQUEST:** _____

ADDRESS: _____ **DATE OF ARRIVAL:** _____

_____ **Approximate time of arrival:** _____

CONTACT NUMBER: _____ **DATE OF DEPARTURE:** _____

MOBILE NUMBER: _____ **Total nights of accommodation:** _____

TYPE OF SERVICE **Are disabled facilities required:** Yes / No

BED ONLY (<i>Linen supplied, bed not made</i>)	\$ 31.00	\$ _____
BUDGET (<i>Linen supplied, bed not made. Breakfast provided daily</i>)	\$ 39.00	\$ _____
STANDARD DINNER (<i>Linen supplied, bed not made. Breakfast & dinner daily</i>)	\$ 50.00	\$ _____
PREMIUM (<i>Bed made on arrival only, soap and towel provided. Breakfast & dinner daily</i>)	\$ 59.00	\$ _____
<i>Note: Linen supplied includes sheets, duvet, blanket & pillowcase. Towel is not provided.</i>	TOTAL	\$ _____

PAYMENT I authorise a charge against my **Mastercard/Visa:** (Please provide card details below)

Card number:

Exp Date: _____

Office only Paid Yes / No DATE:

If paying by cheque, I enclose the amount of: \$ _____

IF YOU DO NOT VACATE YOUR ROOM BY 10AM YOU WILL BE CHARGED AN EXTRA NIGHT

Signature _____ *Date:* _____ *Room allocated* _____

WHEN APPLYING FOR ACCOMMODATION AT MASSEY PLEASE NOTE:

1. The following details must be completed clearly and accurately: Full name, Address & Phone number
2. The "IN" date is the day you intend to arrive, and "OUT" date is the morning you will depart the accommodation.
I.e. If staying the nights of the 18 & 19 this will be in 18/X/XX out 20/X/XX.
3. Accommodation requests can be made by submitting this card accompanied by a cheque or credit card details to:
AFS Catering Limited, Residential Services Office, Massey University, Private Bag 11 222, Palmerston North.
4. Phone bookings, accompanied by credit card details can be made to (06) 350 5056
5. Please sign the request where indicated above.
6. If you have a disability or infirmity which may affect your accommodation requirements - please tell us so we may assist you.

CANCELLATIONS: A fee of \$25 will be charged for cancellations made within 5 days of the expected arrival date. Cancellations made within 48hrs of the arrival date will be charged for the first nights accommodation. There will be no charge for cancellations received up to 5 days prior to the expected arrival date.

Please sign and fax to (06) 3505675, or send to Residential Services, Private Bag 11 222, Massey University, Palmerston North

THANK YOU!