

**POTENTIAL INTO PERFORMANCE CONFERENCE 2-3 MAY 2008
ACCOMMODATION BOOKING FORM – MARY WHITE COLLEGE**

GENDER	SURNAME	FIRSTNAME

If you require accommodation for accompanying person/s, please enter the details below:

GENDER	SURNAME	FIRSTNAME	GENDER	SURNAME	FIRSTNAME

TYPES of ROOMS AVAILABLE AT MARY WHITE COLLEGE (all contain bedding and towel/s)	\$ COST PER NIGHT for Bed and Hot Breakfast* (GST Inclusive)	Tick preferred option
Single study-style bedroom with shared bathroom facilities	\$71.75 per person	
Single study-style bedroom with shared ensuite facilities (limited avail.)	\$85.50 per person	
Twin/Double bedroom with shared ensuite facilities (limited availability)	\$91.50 (covers 2 persons)	
Premium Double bedroom with private facilities (limited availability)	\$99.00 (covers 2 persons)	

*Please note that if you require any evening meals in college, you will need to book these before you arrive by calling Mary White College direct on 02 6773 1000. Payment for these additional meals can be made at the college office after you arrive.

IN DATE	OUT DATE	NO. OF NIGHTS	NO. OF PERSONS	\$ COST PER NIGHT	\$ TOTAL COST OF STAY

ADDRESS	
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TELEPHONE	FAX	EMAIL	MODE OF TRAVEL	ARRIVAL TIME

SUPERVISION/DAMAGE The applicant for accommodation is responsible for the supervision and behaviour of accompanying persons under 18 years of age who are residing within a University College. The college will not accept any responsibility for the supervision of minors. The applicant is financially responsible for any damage or loss caused. It is expected that the behaviour of participants comply at all times with accepted community standards.

UNE Parking Policy: Visitors who park at UNE should purchase a parking coupon from one of the ticket machines located on campus (\$4.00/day or \$10.00/week. Parking restrictions apply only on weekdays, 8.00am – 4.30pm).

CANCELLATION: Cancellation of accommodation, either in part or in full, with less than 24hrs notice, will incur a cancellation fee equivalent to one (1) night's accommodation for each room cancelled. Substitute guests will be accepted. No refunds will be given for "no-show" guests.

INSURANCE: The UNE Conference Company will take all necessary care but is not liable for any loss or damage to person or property suffered or incurred by University College guests. The University of New England has public liability insurance.

SPECIAL REQUESTS eg. Dietary:

Full payment must be received at the address below prior to arrival to enable confirmation of your booking. Cheques should be made payable to 'University of New England'.

Tick Credit Card Type:	Bankcard <input type="checkbox"/>	Visa <input type="checkbox"/>	Mastercard <input type="checkbox"/>
Credit Card Number	\$ Amount	Expiry	Name on Card
Cardholder's Signature:			

All tariffs include GST

UNE Conference Company, University of New England, ARMIDALE NSW 2351
Phone (02) 6773 2154 Fax (02) 6773 3766 Email confco@une.edu.au ABN: 757 924 543 15

PRIVACY: By completing this form you are supplying the University of New England with personal information about yourself. The University needs this information so that you can be booked into UNE college accommodation for your event.