

HAWKSHEAD
CONFERENCE ACCOMMODATION
EXTERNAL REQUEST

Accommodation Charges for 2017/2018 are as follows:

<i>Conference Suite</i>	<i>Room Only</i>	<i>£33.50 + VAT</i>	<i>(prices reviewed periodically)</i>
<i>Conference Suite</i>	<i>Bed and Breakfast</i>	<i>£38.50 + VAT</i>	<i>- ditto -</i>

PRINT CLEARLY AND COMPLETE IN FULL

YOUR DETAILS

NAME: *MALE / FEMALE (*delete not applicable)

ADDRESS:

..... POSTCODE:.....

CONTACT TEL NUMBER (**important info**):

E-MAIL ADDRESS (**important info**):

PLEASE STATE IF YOU ARE A RVC STUDENT: YES NO

ACCOMMODATION DETAILS

BED ONLY BED AND BREAKFAST

ARRIVE: DEPART: TOTAL NO. NIGHTS:.....

REASON FOR VISIT:.....

COLLEGE CONTACT

WILL YOU BE BRINGING A VEHICLE ONSITE? YES NO

CAR REGISTRATION NUMBER:

(Only applies if you are bringing a vehicle on site)

CREDIT CARD DETAILS (bookings will not be processed without this information)

CREDIT CARD NO. (mastercard/visa):

DEBIT CARD NO. (delta/switch/solo):.....

VALID FROM EXPIRY DATE ISSUE NO. (if applicable)

SECURITY NO.: (last 3 digits on reverse of card)

SIGNATURE: DATE:

Forms must be completed in FULL and returned to The Accommodation Office, The Royal Veterinary College, Hawkshead Lane, North Mymms, Hatfield, Herts, AL9 7TA. Tel : 01707 666943/666940 Email: e.gava@rvc.ac.uk/atollervey@rvc.ac.uk/jpeel@rvc.ac.uk

NB All bookings are subject to availability. You will receive notification and cost from the Accommodation Office within 10 working days of receipt of booking. **Two working days notice, prior to arrival date, is required for cancellation of rooms, otherwise full cost will be charged.**