Aberdeen City Centre

ROOM RESERVATION FORM

☐ New ☐ Amendment ☐ Cancellation

IADC Well Control Europe 2010 Conference & Exhibition
(12th April to 15th April 2010)

To Reserve Your Room, Mail or Fax to:
DoubleTree by Hilton Aberdeen City Centre
Fax: (00 44) 1224 63 88 33
Email: reservations.doubletreeaberdeen@hilton.com

PLEASE SEND THIS FORM BY FAX OR MAIL DIRECTLY TO THE HOTEL ON OR BEFORE **22nd March 2010**

Guest Name _____ _____
Surname First Name

Company _____

Business Address _____
Street address or PO Box No

_____ _____
City/ State Country

Tel No _____ Fax No _____ E-Mail: _____

Arrival Date _____ Flight No _____ Time: _____

Departure Date _____ Flight No _____ Time: _____

No of Room (s) _____ No of Guest (s) _____

Room Category	Single Room Rates	Double Room Rates
Classic Room	£140.00 ( )	£150.00 ( )
Deluxe Room	£170.00 ( )	£180.00 ( )

Special Request (Subject to availability)	King Bed ( )	Twin Bed ( )	Non-Smoking ( )

- *Above room rates are inclusive of 15% VAT. If the UK Government increases the VAT rate before the event, the increase will be reflected in the rate payable..*
- *All rates inclusive of breakfast, service and complimentary car parking.*

Cancellation Info — Cancellation of individual reservations must be received before 22nd March 2010 to avoid a penalty of the full reserved stay.

No Show Clause — No shows will result in a late cancellation charge equivalent to 1st night rate

Credit Card Guarantee — Please provide the credit card details to secure the room reservation.

Credit card type — VISA ( ) MASTER ( ) DINERS ( )
JCB ( ) AMEX ( )
For AMEX please provide the I/D No: _____

Credit Card No _____ Expiry Date _____

Terms & Conditions

- Please be informed that the official check-in time is 1400hrs and check out time is 1100hrs
- In the event of early check-in before 1200hrs, a full-day surcharge will be applicable for a guaranteed check-in.
- Late check out will be on request basis and subject to availability. A half day room charge is applicable for late check out until 1800hts. Room occupied beyond 1800hrs of the day of departure will be charged for a full day room charge.