



Fiji College of General Practitioners Annual Conference Accommodation Booking Form

Guest room reservations should be made by completing this form and sending it to the resort email to:

Beitaki.tuisinu@ihg.com

The **deadline** for making your reservation is **Monday 31st March 2025**.

Beyond the due date reservations can be made based on Resort availability at the time of booking and rates will vary.

Mr or Ms First Name:		SURNAME:	
Arrival Date:		Departure Date:	
Arrival Time:		Departure Time:	
Flight Details:		Flight Details:	
Number of guests in your room:			
Sharing with (if Twin sharing):			
Company Name:			
Mailing Address:			
Telephone:			
Email:			

ROOM SPECIFICATIONS:

Please reserve my room as indicated:	
<input type="checkbox"/> 1 King Bed Standard (not suitable for twin sharing) <input type="checkbox"/> Single Occupancy – F\$550.00 per room per night <input type="checkbox"/> Double Occupancy – F\$585.00 per room per night Room Capacity – 2 Adults & 1 3 Adults	<input type="checkbox"/> 2 Double Bed Standard (suitable for twin sharing) <input type="checkbox"/> Single Occupancy – F\$550.00 per room per night <input type="checkbox"/> Double Occupancy – F\$585.00 per room per night Room Capacity – 2 Adults & 2 Children 3 Adults
<input type="checkbox"/> Rates are including 15% taxes. Please note 3rd adult sharing the room is F\$130 per person per night including Breakfast & 15% taxes.	

HOTEL POLICIES:

You will be responsible for your Incidental Charges and Accommodation Charges during your stay at Crowne Plaza Fiji Nadi Bay Resort & Spa.

Standard check-in time is from 3:00 pm and check out is 11:00am

If you plan to arrive in the early morning, please reserve your room for the night before so that you can check in when you arrive. Please indicate your needs on the form above.

If you plan to stay later than 12 Noon on your departure day, the hotel will allow you to pay half of the room rate for a later checkout to 6:00pm which is subject to availability upon check out.

DEPOSIT:

The hotel requires a credit card or bank transfer deposit of one night's stay to hold the reservation. 14 Days prior to arrival we will require full payment for accommodation.

In the event of cancellation, 45 days' notice must be made in writing to the hotel, specifically to Luse /Beitaki, so that you may receive a refund of your deposit. Individuals who do not show and do not cancel their reservation please refer to the information below.

Cancellation:

If booking is cancelled, then the following fee will apply.

Within 15 days of arrival –Two nights room rate

Within 7 days of arrival –Full cancellation (All night’s rate + taxes)

No Show –In case of no show on the day of arrival we will charge full night’s stay

Early Departure – Should guest check out earlier than original check out date, we will charge the remaining number of unutilised nights.

PAYMENT METHOD:

Bank Transfer

Account Number	100120982
Beneficiary Account Name	Wailoaloa Hotel PTE Ltd -Crowne Plaza Fiji Revenue Account
Bank/Branch Name	HFC Bank
Address of Bank	371 Victoria Parade,P.O Box 162,Suva
Swift Code	HFCLFJFJ
IBAN/BSB Number	129010

Credit Card

American Express MasterCard VISA Bankcard

Card #: _____

Exp. Date: _____

Cardholder’s Name: _____

Specimen Signature: _____

If choosing to make payment via credit card, note the transaction will incur a 3% surcharge fee. Please note that the banks in Fiji will also charge a F\$15 transaction fee for the money that you send via bank transfer or telegraphic transfer.

The undersigned expressly agree and warrant that they are authorised to sign and enter into this Agreement on behalf of the party for which they sign.

Full Name _____

Signature _____

Date _____