



## ACCOMMODATION REGISTRATION FORM

**Event:** **Fiji College of General Practitioners Conference**  
**Group:** FCGP Conference  
**Block Code:** 2021FCGPCG  
**Stay Dates:** Friday 25<sup>th</sup> - Sunday 27<sup>th</sup> June, 2021 (3 Days Pre & 3 Days Post stay)

### Accommodation Details

Room Category	Room Rate	Number of Occupants
Garden View Single/Double	FJ\$215.00	1 or 2 adults & 2 Children (12 years and below) only
Ocean View Single/Double	FJ\$235.00	2 Adults only

### REGISTRATION DETAILS:

<b>Guest Name:</b>	
Arrival Date:	Departure Date:
# of nights:	Total Accommodation:
# of adults:	# of children & ages:
Address:	
Telephone Contact:	Email Address:

### Group Rate Terms & Conditions:

- Rates are quoted in Fijian Dollars on per room per night basis. NETT to the Hotel. **No further discounts apply.**
- Rates include Fiji Government taxes of 14%.
- The above rate is available to you is our Garden View and Ocean view room.
- All accommodation bookings are required to be booked by **Friday 18<sup>th</sup> June, 2021** to be able to use the above rates.
- Bookings received after the **Friday 18<sup>th</sup> June, 2021**, rates will be reviewed and subject to change.
- For individual direct bookings into the Group Rate – **we will require full accommodation payment to secure the date. Kindly send through remittance advise with this booking form or complete the credit card details provided below.**
- Rates includes FREE use of selected non-motorized water activities; kayaks, snorkeling, standup paddle boards, beach & pool volleyball.
- Rate includes breakfast for two adults and two kids below the age of 12 years.

### Check-in / Check-out / Pre - registration

Our standard check-in time is from 1400 hours. We will make every effort to accommodate arrivals prior to this time, depending on the hotel's occupancy. Should you wish to ensure the guestrooms are ready prior to the guests' early arrival, may we suggest that they are reserved from the night before. The room charge will be based on the group rate for the purpose of pre-registration.

Our standard check-out time is 1100 hours. Should your guests wish to check out after the normal check out time a charge will apply. This will be half the room rate quoted till 1500 hours and the full room rate after this time.



**F.I.T Cancellations or No Shows**

- If cancellation is made 14 days prior to arrival – No cancellation fees apply
- If cancellation is made within 7 days from arrival – 100% of total estimated accommodation charges as booked will be charged.
- NO SHOWS will be charged 100% of total estimated accommodation charges as booked will be charged.
- In cases of Early Checkouts, all unused room nights are non-refundable

All cancellations are required in writing, and if not received charges will be automatically processed

**METHOD OF PAYMENT**

**CORPORATE/PERSONAL credit card**, please complete the following details, sign and return.

**Credit Card Type:** Visa / American Express / MasterCard / Diners / Other (please circle)

Credit Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Amount: \_\_\_\_\_

**A 3% SURCHARGE FEE IS APPLIED TO ALL CREDIT CARD TRANSACTION PAYMENTS**

I hereby authorise the Warwick Fiji to debit my credit card for the above amount in relation to the services outlined.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that we will require an ID for confirmation of your credit card.**

**Final payment is due 14 days prior to your arrival date. Please carefully read the instructions below and tick where applicable:**

Please tick if you wish to settle with credit card to your accommodation full payment

Please tick if you wish to settle with cash to your accommodation full payment

**Alternatively, should you wish to pay your Deposit directly into our bank account, please forward via email a copy of the remittance advice slip to the correspondent email addresses. We will also require you to include your booking name and the date of your Event for quick tracking.**

**BANK ACCOUNT DETAILS:**

Trading Name:	Coral Surf Resort Limited
Company Name:	The Warwick Fiji
Bank Name:	Westpac Banking Corporation
Bank Address:	1 Thomson Street, Suva, Fiji Islands
BSB Number:	039005
Account Number:	25180000
Westpac Swift code:	WPACJFX

Office Use: Confirmation #: \_\_\_\_\_ Reservations entered by: \_\_\_\_\_

Please email registration form to Reservations Manager & Supervisor- Sava & Peni  
[smolaucake@warwickhotels.com](mailto:smolaucake@warwickhotels.com), [wholesale.wkfj@warwickhotels.com](mailto:wholesale.wkfj@warwickhotels.com)  
And CC in: Events Executive – Jane Madden: [jmadden@warwickhotels.com](mailto:jmadden@warwickhotels.com)