**Guest Room Booking Form**

Name of Event: Irish Planning Institute

Date of Event: 20th & 21st April

Rate Single €120 Bed & Breakfast Double/Twin (2persons) €170 Bed & Breakfast

Please complete this booking form and return to us via email to [reservations@hotelminella.ie](mailto:reservations@hotelminella.ie). Your booking will avail of the discounted event rate on the night of the event only. Any additional nights booked will be charged at full price.

**Reservations Details**

Guest Name(s):

Arrival Date:

No. of Nights:

No. of People:

No. of Rooms:

If you are booking multiple rooms, please provide names for each room.

**Contact Details:**

Lead Guest Name(s):

Address:

Contact Tel:

Email address:

**Payment Details:**

Card Holder Name:

Debit/Credit Card No:

Expiry Date:

CVC Security:

Please note no reservation is confirmed without all the above details completed and returned. Once the above booking from has been received we will issue you a confirmation email and receipt of your pre-payment.

**Payment Policy:**

Full pre-payment is required on booking. Your payment details provided in the booking form above will be charged on booking and a receipt will be issued to you along with the confirmation of your booking.

**Cancellation Policy:**

Free cancellation up to 48 hours prior to your arrival, a full refund will be issued to payment details provided above. If you cancel your booking later than 48 hours prior to arrival your booking is non-refundable.

A member of our reservations team will contact you prior to your booking to reconfirm the reservations.

**Check In & Check Out Policy**

Check in is open from 3.00pm onwards on the day of your arrival. If you intend to arrive early please let us know in advance, Early check ins are not guaranteed and cannot be confirmed prior to the day of arrival. If you room is ready early we will let you know on your arrival at the hotel.

Check out is 12 noon on the day of your departure. Please check out at reception before leaving the hotel.