



The Glen Boutique Hotel – Booking Form

I have pleasure in confirming the following arrangements with you:

Booking Details

Arrival Date
Departure Date
Number of Rooms
Number of Nights
Number of Adults
Room Type
Room Rate

Personal Information / Contact Information

Name of Guest(s)	
Address	
Suburb	
City	
Postal code	Country
Telephone (work)	Telephone (home)
Mobile	Fax
Email	
Passport number	Passport country of issue

Special Requests

Airport Transfer – R350	<input type="checkbox"/>	Flight Number & Arrival Time
Charlotte Rhys 24 Chocolate Gift Box – R300	<input type="checkbox"/>	
In Room Massage 1hr – R450	<input type="checkbox"/>	Massage Time & Date
Traditional Flower Arrangement – R250	<input type="checkbox"/>	
Moët & Chandon Champagne – R700	<input type="checkbox"/>	
Car Rental, Toyota Verso – R390 per day, insurance inclusive	<input type="checkbox"/>	Specify Dates
Other (please specify)		

Booking Terms & Conditions

- Standard arrival time is 14h00 and departure time is 11h00.
- All rates are quoted in ZAR (Rands) and are subject to change. All rates inclusive of breakfast, wireless internet and 14 % VAT.
- Advance bookings are held for 72 hours and may lapse if not confirmed.
- Billing Instruction: 50% deposit to secure the booking within 07 days of booking being accepted.
- If this reservation has been made within 30 days prior to the arrival date, this booking must be guaranteed immediately.
- 100% cancellation will be charged for guaranteed reservations that fail to arrive (no-show).
- Bookings cancelled 8 - 30 days prior to arrival will be charged a 50% cancellation fee. Bookings cancelled 7 days or less prior to arrival will be charged 100% cancellation.
- 5 % cancellation will be charged for guaranteed reservations that are cancelled 31 days or more prior to arrival. An additional R300 administration fee applies.
- Please notify the Hotel in advance of any late arrivals, changes to your reservation details or cancellation.
- Refunds, waiver of cancellation policies and the ability to re-let rooms are at the discretion of management.
- In the event of premature departure the full extent of stay, as originally booked and confirmed, will be charged.
- Whilst every effort is made to ensure you receive the specific room requested, this cannot always be guaranteed.
- To reserve multiple rooms, you must use a different guest name for each room.

To guarantee this reservation kindly return a signed copy of this confirmation to us, together with a valid credit card and/or full pre-payment or a copy of the guest voucher or a copy of the order. info@glenhotel.co.za or fax to +27 (0)21 439 3552

Card Details

Card Number	Valid from	Valid to
CVC Number (last three digits on back of card)		
Card Type	Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Electron <input type="checkbox"/> American Express (5% Surcharge) <input type="checkbox"/>	

I, the undersigned hereby authorise The Glen Boutique Hotel to deduct the 50% booking deposit. I warrant that I have read and understood the bookings terms and conditions and agree to be bound thereby.

Guest signature	Date
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