



EXTERNAL Accommodation Booking Form

PLEASE COMPLETE PAYMENT OPTIONS									
Community					Request Date				
Company Name									
Name of Contact									
Phone									
Email									
Address									
BOOKINGS CANNOT BE CONFIRMED WITHOUT PURCHASE ORDER OR CARD DETAILS									
PAYMENT OPTION 1: CREDIT CARD									
Card Number									
Name						Expiry	CCV		
PAYMENT OPTION 2: PURCHASE ORDER - PLEASE ATTACH COPY									
Purchase Order									
NAMES OF GUESTS	M / F	ROOM	CHECK IN	CHECK OUT	NIGHTS	ROOM CHARGE	TRANSFER	TOTAL	
WORK SPACE HIRE @ \$ 185/DAY									
							Total		
SIGNATURE OF COMPANY REPRESENTATIVE									
ACCOMMODATION OFFICER USE ONLY									
LOT NUMBER		ASSET							
All enquiries to accommodation@ropergulf.nt.gov.au (no phone bookings)									
Check In Check Out procedure									
When checking in please attend Roper Gulf Office to collect keys/room code & room checklist									
When checking out please attend Roper Gulf Office to return keys & completed room checklist									

BY SIGNING THIS DOCUMENT YOU HAVE AGREED TO THE 'VISITOR ACCOMODATION TERMS AND CONDITIONS'.

All Prices are inclusive of GST
 We do not accept American Express Cards

Cancellation Policy -
 To amend or cancel the booking a notice period of 48 Hours is required.
 If no communication received, the original booking will be invoiced