



THE  
EXECUTIVE INN  
NEWCASTLE

Accommodation Booking Form  
NSW family History Society State Conference 2020  
West's New Lambton

- \$190.00 per room, per night, accommodation only for 2 Adults – Garden Room (35 Rooms Held)  
1 Queen Bed, 1 Sofa Bed and Ensuite Bathroom with Dual Head walk in Shower (max. 2Ad & 2Ch or 3Ad in existing bedding)
- \$210.00 per room, per night, accommodation only for 2 Adults – Twin Rooms (20 Rooms Held)  
2 Queen Bed and Ensuite Bathroom with Dual Head walk in Shower (max. 2Ad & 2Ch or 3Ad in existing bedding)
- \$220.00 per room, per night, accommodation only for 2 Adults – Twin Poolside (10 Rooms held)  
2 Queen Bed and Ensuite Bathroom with walk in Dual Head Shower. Rooms are located on the poolside of the hotel. (max. 2Ad & 2Ch or 3Ad in existing bedding)

Rates are based on 2 Adults per room. Additional Adults \$40.00 per person, per night. Children under 15 years stay free in existing bedding  
To access preferred rates, all bookings forms must be sent directly to Jill Rye or Rebecca Antel Email: [fom@executiveinn.com.au](mailto:fom@executiveinn.com.au)

**Rooms will only be held up to the 10<sup>th</sup> August 2020 for the nights of the 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup> September 2020**

**ALL ROOMS ARE SUBJECT TO AVAILABILITY AT TIME OF BOOKING.**

**Two or more rooms cannot be reserved under the same name.**

**If a second room is required it must be on a separate form in the name of the person utilizing the room.**

Arrive: \_\_\_\_\_ Depart: \_\_\_\_\_ No of Guests: \_\_\_\_\_  
Full Names: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_ State \_\_\_\_\_  
Credit Card Number: \_\_\_\_\_ EXP \_\_\_\_\_ CVN \_\_\_\_\_  
Card Holders Name: \_\_\_\_\_ Signature \_\_\_\_\_

**Payment:** Full accommodation payment will be processed from your credit card at the time of booking. Credit Card Fees - 1.5% Visa / MasterCard 2.5% Amex / Diners

**Cancellation Policy:** Cancellations received before 27<sup>th</sup> August 2020 will incur a fee of one night's accommodation. All payments will be refunded except the first night.  
Cancellations or changes on or after 27<sup>th</sup> August 2020 are non-refundable.

**Check In:** One guest from each room must provide a valid credit card for a pre-authorisation of \$200.00 as a bond to cover any incidentals that may be incurred. Cash or Eftpos Bonds are not accepted.

**Registration:** All guests staying at the hotel over 18 years of age are required to sign in as a temporary member at check-in and before entering the club premises, as part of the NSW Registered Clubs Act. All children under the age of 18 must stay with their parent or legal guardian at all times whilst in the Western Suburbs Leagues Club and in all areas of the hotel.

OFFICE USE ONLY

CONFIRMATION NUMBER \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_  
STAFF INITIAL \_\_\_\_\_ PAYMENT DATE \_\_\_\_\_