

Accommodation Booking Form

PLEASE COMPLETE IN BLOCK CAPITALS


 Mr Mrs Miss Ms Dr Prof

First name: Last name:

Sharing with (if applicable):

Address:

Town/City: Post/ Zip Code: Country:

Telephone (Country Dialling Code): Number:

Fax:(Country Dialling Code): Number:

E-mail: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Arrival date: August Departure date: August Number of nights:

 Single room (1 person, 1 bed) Double room (2 people, 1 bed) Twin room (2 people, 2 beds)

 Family room. Please provide child age(s) for a quotation. Wheelchair access

Preferred accommodation (see descriptions over page):

First choice:

Second choice:

Third choice:

Special requirements (e.g. non-smoking):

Please note that these are requests and cannot be guaranteed.

 Please accept my credit card to guarantee the reservation: Visa Mastercard American Express Switch (UK only).

In the event of late cancellation, the hotel will deduct the first night's payment.

Card number:

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Expiry date: Switch issue no. (UK only):

Name on card:

Signature: Date:

Payment can also be made by sterling cheque drawn at a UK bank, with accompanying cheque card number. This should be made payable to Greater Glasgow & Clyde Valley Tourist Board. Alternatively payment can be made by Bank Transfer to account number 00318887, Sort code 80-11-80 at Bank of Scotland, 110 Queen Street, Glasgow, G1 1TF, Scotland, quoting participant name and IFLA 2002. The deposit due is one night's stay in your selected hotel. For university bookings full payment is required in advance. All payment must be received by 5th July 2002.

A FINANCIAL GUARANTEE IS REQUIRED IN ORDER FOR THE BOOKING TO BE PROCESSED

Please return completed form to the address below by 5th July 2002. Thereafter, availability and conference rates cannot be guaranteed
CONFERENCE ACCOMMODATION BOOKING SERVICE

GREATER GLASGOW AND CLYDE VALLEY TOURIST BOARD, 11 GEORGE SQUARE, GLASGOW G2 1DY, SCOTLAND, UK
TEL: +44 (0) 141 566 4064 or +44 (0) 141 566 4028 FAX: +44 (0) 141 248 9541 E-MAIL: accommodation@seeglasgow.com

Please note - no telephone bookings, enquiries welcome

I have read and accept the conditions and liabilities overleaf.

Signature: Date:

Type of accommodation

Accommodation	Number of Rooms	Single	Twin /Double* (based on 2 sharing)
Hilton Glasgow 5 Star hotel with full leisure facilities, located in city centre	319	110.00	60.00
Millennium Hotel Glasgow 4 Star, recently refurbished hotel located in George Square. Close to rail link for SECC	116	100.00	55.00
H Glasgow Moat House 4 Star hotel adjacent to the SECC. Full leisure facilities and parking	283	110.00	60.00
Malmaison 4 Star hotel located in city centre.	72	110.00	55.00
The Carlton George Hotel 4 Star hotel located in city centre. Close to rail link for SECC.	65	112.50	62.50
Holiday Inn Glasgow 4 Star hotel located in city centre close to city's main shopping area.	113	95.00	52.50
Arthouse Hotel 4 Star hotel located in city centre by main shopping and restaurant area.	65	90.00	50.00
Glasgow Marriott 4 Star hotel with full leisure facilities located in city centre. Close to rail link for SECC	300	100.00	55.00
Thistle Glasgow 4 Star hotel with full leisure facilities. Located in city centre.	300	90.00	55.00
Hilton Glasgow Grosvenor 4 Star hotel located in Glasgow's popular west end.	96	95.00	55.00
Novotel Glasgow 4 Star city centre hotel, close to main shopping and restaurant area.	139	90.00	50.00
Langs Hotel 4 Star hotel located in the heart of the city centre.	100	110.00	60.00
Milton Hotel 4 Star hotel located in city centre with full leisure facilities. Close to rail link for SECC.	140	95.00	52.25

All prices are in GBP and are per person per night, inclusive of government tax at 17.5% and breakfast (unless otherwise stated).

*Twin has two beds; double has one bed

Accommodation	Number of Rooms	Single	Twin/Double* (based on 2 sharing)
Jarvis Ingram Hotel 3 Star hotel located in city centre close to rail link to SECC	91	85.00	52.50
Posthouse Glasgow City 3 Star hotel located in city centre.	246	85.00	47.50
Quality Hotel Central 3 Star hotel with full leisure facilities located adjacent to rail link for SECC	222	65.00	45.00
Express By Holiday Inn, Glasgow City - Central Station 3 Star hotel located in city centre. Close to rail link to SECC	128	56.00	28.00
Express by Holiday Inn City Centre Theatreland 3 Star hotel located in city centre	88	60.00	30.00
Glasgow City Travel Inn Metro 3 Star hotel located by George Square. Close to rail link for SECC	254	58.95	29.50
E City Inn 3 Star hotel adjacent to the SECC. Rates quoted are room only	164	79.00	39.50
Days Inn 3 Star hotel located south of the River Clyde. Full car parking facilities. Continental Breakfast	114	40.00	20.00
Bewleys Hotel 3 Star hotel located in heart of city centre close to main shopping and restaurant areas. Room only rate	103	59.00	29.50
Premier Lodge City Centre 2 Star hotel located in city centre	278	52.00	29.00
Strathclyde Graduate Business School 2 Star hotel located in city centre.	70	39.00	37.50**
University of Glasgow Kelvinhaugh Gate Campus accommodation in west end. Full en suite facilities, Continental Breakfast and Parking.	200	24.85	not available
University of Strathclyde Campus accommodation situated in city centre. En suite facilities available and full Scottish Breakfast.	100	30.00	not available

All prices are in GBP and are per person per night, inclusive of government tax at 17.5% and breakfast (unless otherwise stated).

*Twin has two beds; double has one bed

**Double only available

Conditions & Liabilities

The rates noted over are PER PERSON PER NIGHT and include private facilities wc with bath and/or shower, full Scottish Breakfast (unless otherwise indicated) and VAT at 17.5% unless otherwise stated.

Accommodation will be allocated on a first come, first served basis. If your preferred accommodation is not available, a similar standard of accommodation will be allocated where possible.

Greater Glasgow and Clyde Valley Tourist Board will send you confirmation of your booking.

All amendments/cancellations must be received at the Greater Glasgow & Clyde Valley Tourist Board in writing up to two weeks prior to arrival. After this time any amendments/cancellations must be directed to the accommodation provider.

Greater Glasgow and Clyde Valley Tourist Board acts only as an agent for hotels and other accommodation units and does not contract as a principal. Accordingly, we shall not be liable for any loss or damage due to or arising from any acts or omissions of persons, firms or companies for whom we act as agents.

Further, we shall in no event be liable for any loss of profit or consequential loss or damage due to or arising from negligence on the part of Greater Glasgow and Clyde Valley Tourist Board or its servants, agents or subcontractors.

We shall not be liable to any extent in the event of delay or failure in providing or procuring any services or facilities due to any cause beyond the proper control.

Hotel Terms & Conditions – Individual Reservations and Block Bookings

Once your credit card number/deposit has been forwarded to the hotel booked, Greater Glasgow and Clyde Valley Tourist Board will not be held responsible for cancellation charges levied by the hotel.

The balance of hotel accounts must be settled on departure unless alternative arrangements have been agreed in advance DIRECT with the hotel concerned.

Individuals must advise the hotel of any cancellations no less than 48 hours prior to the date of arrival. In the event of late cancellations, the hotel will deduct the first night's payment.

Cancellation of individual reservations made on Block Bookings must advise the hotel direct not less than 48 hours prior to the date of arrival, otherwise the participant will be liable for the first night's charge.

Greater Glasgow & Clyde Valley Tourist Board's Conference Accommodation Booking Service must be advised of cancellations of block bookings greater than 20 participants not less than 6 weeks prior to the date of arrival, otherwise the organiser will be liable for the payment of the first night's stay.

Cancellation of Block bookings of between 5 and 20 rooms must be advised to the hotel direct not less than 7 days prior to the date of arrival, otherwise the organiser will be liable for the payment of the first night's stay.

University Terms & Conditions

Full payment in advance is required for university accommodation.

Bookings cancelled after Monday 24 June 2002 will not be eligible for any refund whatsoever. IFLA 2002 participants are recommended to insure themselves for unavoidable non-attendance loss.

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