



Best Western PLUS.
Accra Beach Hotel

RESERVATIONS FORM

EVENT NAME **ICHE Annual Conference 2018**

EVENT DATE **5 June - 8 June, 2018**

Guest Name: _____

Check-In Date: _____

Departure Date: _____

No. of room(s): _____

Type of Room: ___ Single Occupancy ___ Double Occupancy

Room Reservation Rate Code: "ICHE" (valid through 31 March 2018)

Room Rate(s):

SINGLE OCCUPANCY: USD\$120.00* PER ROOM/PERSON PER NIGHT

DOUBLE OCCUPANCY: USD\$75.00* PER PERSON PER NIGHT (ROOM TOTAL USD\$150 NIGHT)

*Rates include all taxes and VAT; 17.5% tax & 1% tourism levy (any increase in government taxes or VAT will be directly communicated to the customer), full buffet breakfast

RESERVATION MUST BE GUARANTEED BY:

Credit Card* : Visa Master Card

* Please provide front and back copy of credit card as well as a national ID.

Card Holder Name: _____

Card No: _____ Expiry: _____ CCV: _____

Signature: _____ Date: _____

*In the event of amendment, cancellation OR No Show, Best Western Plus Accra Beach Hotel is authorized to charge to the above credit card provided.

ROOM RESERVATIONS:

Please email this reservations request slip to reservations@bestwesternplusaccra.com.

CUT-OFF DATE: The "cut-off date" for reserving rooms in the ICHE Room Block is Saturday 31st March 2018 at 15:00hrs local time. After the cut-off date, it is at Hotel's discretion whether to accept additional reservations, which will be subject to prevailing rates and availability. The check-in time is after 3.00 pm and check-out time is by 12.00 noon.

*please refer to next page for amendment, cancellation & no-show policy and telegraph transfer details

CANCELLATION / NO SHOW POLICY

In the event of a no show or cancellation (less than 7 business days) by a guest, the hotel shall charge the guest credit card on file an equivalent of one nights' stay.

PAYMENT MODE

- Bank transfer : T/T charges to be paid by travel agent / booker

Bank Name : GUARANTY TRUST, BANK (GHANA), <TD

Bank Address : PMB CT 416, CANTONMENTS, Accra-Ghana

Bank Account Type : Wire

Currency: US Dollars

Bank Account No : 21110818323

Account Name : Best Western Plus Accra Beach Hotel

Swift Code : GTB1GHAC

(PLEASE BE INFORMED THAT FOR TELEGRAPHIC TRANSFER, THE BANK CHARGE FROM DBS BANK AND AGENT BANK WILL BE BORNE BY APPLICANT)

FOR BEST WESTERN USE ONLY:

| | | |
|-------------------|--------------|-------|
| Confirmation No.: | Attended By: | Date: |
|-------------------|--------------|-------|