



Group Booking Form 2009

Agent/Operator/Organiser:		
Contact Name:		
Address:		
Tel / Fax No:		
Email:		
Website: www.		
Group Name:		
Hotel Name: Peterborough / Doncaster / Teesside / Newcastle / Falkirk		
Arrival Date:	No. of Nights:	No. of Rooms:
No. of Adults:	No. of Children:	No. of smoking rooms:
Breakfast: Yes / No	Coach Parking: Yes / No	Arrival Time:

Metro Inns Group Bookings Terms and Conditions

Group bookings must be made directly with the hotel by fax:

- A group booking is a booking of 5 rooms or more for a minimum of 1 night
- All group bookings must be confirmed in writing (email, fax or letter)
- Privately organised social groups will be required to provide a £50 refundable deposit per room which can be paid by cash or credit card at check-in
- Operators & Agents are required to pay a 50% "non-refundable" deposit at the time of booking
- The balance must be paid to the hotel 2 weeks (10 working days) before the date of arrival
- A full rooming list must be provided to the hotel 1 week (5 working days) before the date of arrival
- Metro Inns will only provide rooms, once full payment has been received and cleared by the bank
- Group rates are non-commissionable

Signed: _____ Date: _____

Hotel Locations

Peterborough - Teesside - Newcastle - Falkirk - Doncaster

Registered Office

Metro Inns Ltd. 45 Welbeck Street, London, W1G 8DZ United Kingdom Registered in England and Wales No: 05988832 VAT No: 902 1871 50