



FOUR SEASONS HOTEL
Sydney

F A X M E M O R A N D U M

199 GEORGE STREET, SYDNEY, NEW SOUTH WALES 2000, AUSTRALIA
PO BOX N185, GROSVENOR PLACE, NEW SOUTH WALES 1220, AUSTRALIA
WORLD WIDE WEB: www.fourseasons.com

EVENT **19th Women, Management and Employment Relations Conference**
NAME _____
COMPANY _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE _____ FAX _____
EMAIL _____

- City View Superior Room** AUD \$290.00
- Run of Harbour View Superior Room** AUD \$320.00
- Full Harbour View Superior Room** AUD \$350.00
- King Bed** **Twin Beds** Sharing room with _____
- Smoking** **Non-smoking**

Arrival Date _____ Departure Date _____
(Check-in time 3.00pm) (Check-out time 12.00pm)
Flight Number & Arrival time _____ Flight Number & Departure Time _____

- We recommend single/twin/double occupancy in our superior room category above. Should you require triple share, a rollaway is available at an additional \$55.00 per night. Please note only a limited number of rooms are able to accommodate triple share.
- Check-in time is from 3.00pm and check-out time is 12.00 midday. If you would like to confirm that your room is available to you before 3.00pm, please advise our Group Reservations Consultant who will be happy to pre-register your room from the evening prior, this will incur a one night's accommodation charge.
- Four Seasons Hotel Sydney will accept reservations at the above rates based on availability, we recommend booking prior to **XXXX** to ensure you receive the group special rate.
- The above room rates are in Australian dollars and include GST. Your credit card will be debited the equivalent of one night's accommodation (non-refundable) to secure your booking. Cancellations will be subject to a penalty fee assessed by the Four Seasons Hotel Sydney.

To confirm reservations, please provide credit card details:
Credit Card # _____ Exp. Date _____
Cardholder Name _____
Signature _____

Please send reservation request form to:
Group Reservations
Facsimile: (61-2) 9247 8713
Email: Res.Sydney@fourseasons.com