

Dear Sir/Madam,

This form has been created in order to allow you to book onto the W.E.C.P Group block at Residence Inn by Marriott Aberdeen and allows expenses to be charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Your booking will be confirmed once full payment has been received.

Please email the completed form to Kirsteen Filson at Kirsteen.Filson@marriotthotels.com including Anne Martin at Anne.Martin@marriotthotels.com in the CC field with the subject line 'W.E.C.P Reservation Request'.

Do **not** send a photocopy of the front or back of the credit card with this form, as this is against credit card company regulations. On receiving your booking, we will issue a Sertifi payment request to send your card details securely.

Guest Information – Required

Guest name:

Address:

City, State and Zip:

Company:

Phone number:

Fax or alternate number:

Confirmation number:

Arrival date:

Departure date:

I understand that should there be any issues with the credit/debit card being used to settle my charges, I will be responsible for all expenses incurred during my stay. Departure date cannot be extended unless a new authorization form is completed.

Guest name: (Printed)

Guest signature:

Date:

Rates charged will be as follows:

Saturday 31st August 2019: £105 per Queen Studio Suite
Sunday 1st September 2019: £280 per Queen Studio Suite
Monday 2nd September 2019: £280 per Queen Studio Suite
Tuesday 3rd September 2019: £280 per Queen Studio Suite
Wednesday 4th September 2019: £280 per Queen Studio Suite
Thursday 5th September 2019: £280 per Queen Studio Suite
Friday 6th September 2019: £159 per Queen Studio Suite
Saturday 7th September 2019: £109 per Queen Studio Suite
Sunday 8th September 2019: £68 per Queen Studio Suite

Would you like an upgrade to a Deluxe King Suite, for an only additional £10 per room, per night? _____
(subject to availability)

Would you like an accessible queen, rather than the standard queen? _____ (subject to availability)

Cancellation Policy:

We will need a credit card prepayment to reserve your room. To ensure that you receive this special rate, we will charge your credit card a prepayment of the total cost of the reservation. Changes to your reservation are not permitted. Please note that your prepayment for this special rate is non-refundable and your reservation cannot be amended

Rate Information and Approved Charges - Required

All Charges

I certify that all information is complete and accurate. I hereby authorize Residence Inn by Marriott, Aberdeen to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card on receiving the Sertifi payment request. Charges must not exceed £_____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____