



## Corporate Rate Programme – Application Form

### Contact Details

Contact Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Contact Phone No. \_\_\_\_\_

Email Address: \_\_\_\_\_

### Company / Organisation Details

Trading Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Postal Address:  
(if different) \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Subsidiaries/Branches:  
(if applicable) \_\_\_\_\_

Name(s) of Travel \_\_\_\_\_

Co-ordinators:  
(if applicable) \_\_\_\_\_

Estimated Number of Room Nights required per annum: \_\_\_\_\_

Method of Payment:  Cheque on Check-out  
 Credit Card on Check-out  
 Charged to Account (please complete Credit section)

Do you require a Purchase Order Number?  YES  NO

**Credit Application** (Please fill out this section if you would like to charge to an Account)

Registered Name: \_\_\_\_\_

Type of Entity:  Sole Trader  Limited Liability Co  Trust  Other

Date Business Started: \_\_\_\_\_

If Limited Liability Company:

Registered Office \_\_\_\_\_

Date of Registration \_\_\_\_\_ GST No. \_\_\_\_\_

Registration No: \_\_\_\_\_

Directors / Shareholders / Principals / Partners Details:

Name	Home Address	Phone

Accounts Contact: \_\_\_\_\_

Business References:

Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Name: \_\_\_\_\_ Ph: \_\_\_\_\_

I/We agree to the Terms & Conditions (see over page):

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any queries, please phone: 07 838 0110. Please return the completed the application to:

Ventura Inn & Suites Hamilton  
P O Box 7070  
HAMILTON

Fax: 07 838 0120

Email: [hamilton.gm@venturainns.co.nz](mailto:hamilton.gm@venturainns.co.nz)

## **Corporate Rate Programme Terms & Conditions**

### 1. ROOM RATES

Room rates quoted are per night and include GST, complimentary continental breakfast and free local telephone calls (does not include calls to Internet Service Providers).

Ventura Inn & Suites Hamilton reserves the right to review room rates and charges for additional services from time to time. Should the room rate change prior to arrival, Ventura Inn & Suites Hamilton will honour the room rate quoted at the time the reservation was made.

All Corporate Rates are non-commissionable, and may not be combined with any other promotional offer.

### 2. RESERVATIONS

To receive our Corporate Rates, reservations can only be made by contacting the chosen hotel direct, or online at [www.venturainns.co.nz](http://www.venturainns.co.nz).

### 3. CANCELLATIONS

Reservations may be cancelled up to 5pm on the day of arrival for no charge. Reservations cancelled after 5pm will be charged to the value of one night's accommodation per room booked. A cancellation reference will be given and must be retained as proof of cancellation.

### 4. GROUP BOOKINGS

If you wish to make reservations for 10 rooms or more, our group bookings policy will apply. Please contact the hotel for further details.

### 5. ARRIVAL & DEPARTURE

Rooms are available from 2pm on the day of arrival. Your room may be available prior to this time, however we cannot guarantee access before 2pm.

Check-out is 11 am. If you do not vacate the room by this time, you may incur a charge of up to one night's accommodation.

### 6. PAYMENT

Payment may be made by the guest at check-out, or charged to an Account (if applicable and approved).

Payment of Accounts is required by the 20<sup>th</sup> of the month following the date of invoice. The Account holder will be liable for any costs incurred in the collection of overdue accounts.

### 7. LIABILITY

The Company / Organisation is liable for all damages to hotel property made by the Company / Organisation's Guest (including his/her representatives, agents or guests).

### 8. TERMINATION

Ventura Inn & Suites Hamilton reserves the right to suspend or terminate eligibility for Corporate Rates for non-payment or where room nights stayed are less than 10 per annum from the anniversary of joining.

### 9. VENTURA REWARDS PROGRAMME

Guests staying on Corporate Rates may participate in the Ventura Rewards programme. Please note that under the Ventura Rewards programme all Free Night Certificates are awarded to individual members only and Ventura Inn & Suites Hamilton will not be responsible for enforcement of any Company or Organisation's policies regarding the use of Free Night Certificates by their employees.

Ventura Inn & Suites Hamilton reserves the right to cancel any Reward Credits and/or Free Night Certificates awarded to Ventura Rewards members using an Account which has not been paid.