

**Booking Form – AACMA (Booking Code – AACMA)**

RESERVATION DETAILS:

Guest name/s: \_\_\_\_\_

Adults: \_\_\_\_\_ Children & Ages: \_\_\_\_\_

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_

Room Type: Standard Queen Bed Room **AUD\$165** per room per night  
(Maximum 2 Person in this room, bedding is 1x Queen Size Bed only)

Breakfast @ \$20 PP: Number of Breakfast Per Day \_\_\_\_\_

No of Rooms: \_\_\_\_\_

Room Preference: Eg. High Floor/Low Floor/Quiet Room

\_\_\_\_\_

Arrival Flight Number & Time: \_\_\_\_\_

Departure Flight Number & Time: \_\_\_\_\_

PAYMENT DETAILS:

Card holders name: \_\_\_\_\_

Credit card number: \_\_\_\_\_

Expiry date: \_\_\_\_\_ CCV: \_\_\_\_\_

Company name: \_\_\_\_\_

Postal details:

\_\_\_\_\_

\_\_\_\_\_

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

Contact phone number: \_\_\_\_\_



### Credit Card Authorisation Form

I, \_\_\_\_\_ hereby authorise Mercure Melbourne Treasury Gardens to use my credit card for **THIS BOOKING ONLY** to guarantee the reservation.

Total Charge A\$ \_\_\_\_\_

TYPE OF CARD (please circle)

VISA

MASTERCARD

AMEX

DINERS

CREDIT CARD NUMBER: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_

CARD HOLDERS SIGNATURE: \_\_\_\_\_

(a copy of Photo ID of the authorised card holder is required)

PLEASE RETURN VIA EMAIL TO [h2086-re2@accor.com](mailto:h2086-re2@accor.com)

#### **Credit Cards and authorization for Charge back**

**If you are settling any account's at the hotel with any credit card, please note that a credit card transaction fee, which is currently 1.3% of the amount to be charged, will apply. This fee is subject to change.**

To assist customers in maintaining a high level of security with regard to their credit cards, verbal communication of credit card details can only be used when making and or securing a reservation, not when providing payment. Upon check-in at the Mercure Melbourne Treasury Gardens the party checking in will be required to provide sufficient means to settle their account ie, cash or a valid credit card. The card holder will be asked to sign either the credit card receipt, or a credit card pre-authorization slip.

In cases where a guest of Mercure Melbourne Treasury Gardens will be having all charges on their account, or a portion of the charges on their account settled by a third party we require a completed Credit Card Authorization for charge back, or the third party card holder must be present upon check-in.

To ensure the security of the third party card holder a credit card authorization form requires completion advising what charges are to be covered before a third party credit card can be charged.

If you wish to cancel your reservation you are required to inform the hotel 30 days prior to your scheduled arrival date, unless otherwise stated in your confirmation. A cancellation charge of all night's accommodation may be billed for reservations cancelled without the required notice.