

## SHORT STAYS RESERVATION REQUEST

COMPANY NAME:

(party responsible for payment)

COMPANY POSTAL ADDRESS:

CONTACT PERSON:

TELEPHONE:  MOB:

EMAIL ADDRESS:

GUEST WORK SITE:

VILLAGE TO BE BOOKED:

HOW DID YOU HEAR ABOUT US?

### GUEST DETAILS:

	Arrival Date	Departure Date	Surname	Given Name	Day / Night Shift	Notes / Comments	PO #
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

**Check In:** After 2pm | **Check Out :** By 10am | **Note:** Allocation is subject to availability

### PAYMENT OPTIONS:

Civeo Account Number:

- OR -

Credit Card Payment:

CARD TYPE:	<input type="checkbox"/> American Express	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
CARD NUMBER:	<input type="text"/>		
EXPIRY DATE:	__ __ / __ __ / __ __		
CCV:	<input type="text"/>		
CARDHOLDERS SIGNATURE:	_____		

All accounts settled by Credit Card will incur a surcharge: Mastercard & Visa 1%: Amex 2%. These charges are in accordance with the ACCC Guidelines. Not all sites accept Amex cards.

By signing the above, I hereby authorise Civeo to charge the credit card indicated in this Short Stays Reservation Request for any accommodation related charges, fees and services incurred by any guest(s) detailed in this reservation. Charges are to be processed prior to arrival.

**IMPORTANT INFORMATION:**

- *Once your booking has been processed, an email confirmation will be sent from the Village.*
- *Check In: For ease of check in for your workforce, please ensure reservation number supplied in confirmation email is passed on to all employees prior to arrival to Civeo.*
- *Cancellations: Civeo has a 24 hour cancellation policy. Cancellation notifications or amendment requests received after the 24 hour cut-off will incur one occupied room nights tariff for each of the rooms confirmed.*
- *No Shows: All no shows will incur one occupied room nights tariff by room type, for each of the rooms in the confirmed reservation not utilised per night for up to two consecutive no show nights. After two consecutive no show nights without written notification, the reservation will be automatically recorded as departed.*
- *Privacy: Civeo collects and manages personal information in accordance with the Privacy Act 1988 (Cth) and our Privacy Policy can be provided on request. Any sensitive information we collect from you and any information requiring disclosure will not be disclosed without your express consent and only where such information is reasonably required in order for Civeo to provide our products and services to you.*

*Please add me to Civeo's quarterly newsletter for offers and updates. We respect your privacy and we do not spam. Civeo only contacts you when we have news worth sharing.*

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

FULL NAME: \_\_\_\_\_

**Once completed, please email your form back to us on [aus.stay@civeo.com](mailto:aus.stay@civeo.com).**

Thank you and enjoy your stay with Civeo.

