

## Group Booking Request Form

<b>Personal Information</b>	
★ First Name	
★ Surname	
★ E-mail Address	
★ Group Name	
★ Company Name	
★ Telephone Number (incl. STD code)	
Fax Number (incl. STD code)	

<b>Group Details</b>	
★ Nationality of Group	
★ Age Range of Group	
★ Group Size	Adults: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> Under 18's: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
★ Arrival Date (Day/Month/Year)	
Approx. Time of Arrival	
★ Number of Night/s	

<b>Room Details (All dorms are bunk-bedded)</b>	
★ Dorms (4-6 Bedded) <small>Please enter the number of beds you require</small>	En-Suite: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
★ 2 Bedded Dorms <small>Please enter the number of beds you require</small>	En-Suite: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
★ 2 Bedded Dorms (Single Occ.) <small>Please enter the number of beds you require</small>	En-Suite: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>

<b>Comments and any other additional information or requests</b>

★ Required Fields

Thank you for completing the Group Booking Request Form. Please fax this form to +44 (0) 1904 627720 or scan and email to: [brian@ace-hotelyork.co.uk](mailto:brian@ace-hotelyork.co.uk) or [reception@ace-hotelyork.co.uk](mailto:reception@ace-hotelyork.co.uk) . Our Group Bookings Manager will shortly be in contact with you to discuss group booking request.

<b>Office Purposes</b>			
Booking Made?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Booking Reference:	£ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>	Total Balance of Booking:-	£ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
Is Booking Confirmed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Release Date of Booking:- <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
Has invoice/confirmation been emailed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, what date:- <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>
Has a Deposit been paid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, How Much <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> £
Additional Notes:			