



Copthorne Tara Hotel, Scarsdale Place,
Kensington, London, UK

ACCOMMODATION BOOKING FORM

EVENT	Saving More Energy Through Compliance, 4E International Conference		
DATE	14 – 16 September 2010		
HOTEL REFERENCE			
SPECIAL RATES			
	Single	Twin or Double	
Rate for the event:	£ 120.00	£	130.00
Rates are per room per night inclusive of VAT and English Buffet Breakfast			

Please complete and return this booking form **before 13th AUGUST 2010** and guarantee your reservation to avoid disappointment.

Should you need to cancel your reservation, full cancellation charges apply unless the cancellation is made 14 days prior to arrival with our Reservation Department.

Please use BLOCK CAPITALS throughout:

Arrival Date:	Departure Date:	No of Single Rooms:	No of Double Rooms:	Guest Name/s:

REPLY DETAILS

Company Name:			
Address:			
Telephone:		Fax:	
All accommodation requests must be guaranteed against a credit card or prior payment.			
No reservation will be made without a guarantee of payment.			
Credit Card Number:			
Expiry Date:		Type of Card:	
Card Holder (PRINT name)			
Authorization Signature			
The final block of rooms held for	4E Conference		
will be released at 12.00 midday on	13th AUGUST 2010		
After the above date and time, rooms at the special rate cannot be guaranteed and will be on a request basis only. All subject to availability.			

Please email this form to: reservations.tara@millenniumhotels.co.uk from the Copthorne Tara Hotel.

Or Fax: +44 (0)207 872 2965

REF: 4E-10

Please note: your room booking is only confirmed once you have received written confirmation directly from the hotel.