

Travel  
Services

Corporate Hotels, Conferences & Event Management

Wakes Hall Business Centre, Wakes Colne, Colchester, CO6 2DB.  
Tel: 0845 658 1 658 Fax: 0845 658 1 659  
Email: seb@travelservices.com

**BI**SHIP



**Hilton**  
Newcastle Gateshead

This is a Free Booking Service for attendees of  
**The 11<sup>th</sup> UK BI Reunion - 2010**

Venue: **Hilton Newcastle Gateshead Hotel**

Event: **Friday 8th, Saturday 9th & Sunday 10th October 2010**

Accommodation Dates: **Friday 8th, Saturday 9th & Sunday 10th October 2010**

We are holding accommodation at the Hilton Newcastle Gateshead for guests attending the above event.

Please note that it may be possible for us to arrange accommodation for you for additional nights, if required, please contact us.

Please complete all details on the attached booking form to request your accommodation.

**To access below rates, bookings must be received by: Thursday 15<sup>th</sup> July 2010**

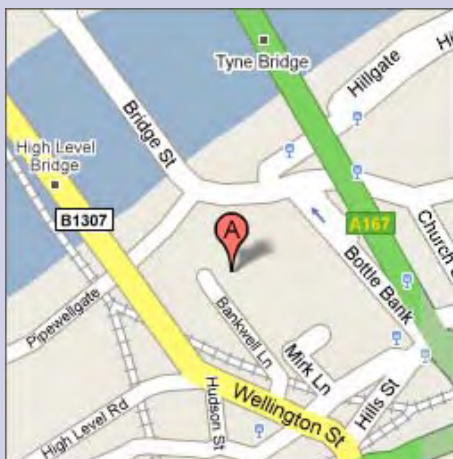
All rates quoted are per night & include Full English Breakfast & VAT.  
Please use stated postcode to locate hotel on [www.google.co.uk/maps](http://www.google.co.uk/maps)  
Car parking at the hotel is on a first come, first served basis & is limited.  
Quoted parking charges may be subject to change without notification.

### Hilton Newcastle Gateshead

Rating: ★★★★★

Located at: **NE8 2AR**

The hotel is on the south side of the River Tyne, just a short drive from the A1 & accessed via Bottle Bank. Newcastle International Airport is a 20 min drive away. Gateshead metro station is a 5-minute walk away. The Hilton is shown as 'A' on map below.



These rates are only available via Travel Services.

Double for single use: £110.00 Bed & Breakfast

Double for double use: £120.00 Bed & Breakfast

Twin for twin use: £120.00 Bed & Breakfast

Complimentary use of Hotel's Leisure Facilities.

Car Parking available @ £5.00 / 24 hours.

Check-in from 3pm. Check-out by 12 noon.



\*Please note that images are for illustrative purposes only.

Charges for post-confirmation amendments or cancellations may apply at the discretion of hotel & / or Travel Services.

**Please book as soon as possible to avoid disappointment – rates subject to availability!**

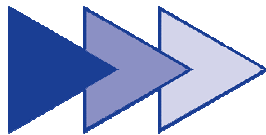
For bookings please fax, post or email reservation request form to us

Tel: 0845 658 1 658 Fax: 0845 658 1 659 Email: [seb@travelservices.com](mailto:seb@travelservices.com)



[www.travelservices.com](http://www.travelservices.com)





**Travel Services**



**HOTEL RESERVATION  
REQUEST FORM**

**BI Reunion 2010**

Corporate Hotels, Conferences & Event Management

Venue: **Hilton Newcastle Gateshead Hotel**  
Event: **Friday 8<sup>th</sup>, Saturday 9<sup>th</sup> & Sunday 10<sup>th</sup> October 2010**

Please complete this form clearly in **BLOCK CAPITALS** using black ink and return it to us by fax on 0845 658 1 659, post or scan & email to [seb@travelservices.com](mailto:seb@travelservices.com)

<b>Hotel: HILTON NEWCASTLE GATESHEAD</b>	
<b>Guest Name(s):</b>	
Accommodation required - Friday 8 <sup>th</sup> October 2010 :	YES / NO
Accommodation required - Saturday 9 <sup>th</sup> October 2010 :	YES / NO
Accommodation required - Sunday 10 <sup>th</sup> October 2010 :	YES / NO
Room Type Requested:	Double (1 double bed) / Twin (2 single beds)
Occupancy required:	Single Person / Two People
Other Requirements:	
Do you require an adapted wheelchair accessible room?	YES / NO
<b>Name:</b>	
<b>Address:</b>	
<b>Post Code:</b>	<b>Country:</b>
<b>Telephone No:</b>	<b>Mobile Tel:</b>
<b>E-mail:</b>	<b>Fax No:</b>
<b>Credit / Debit Card details to guarantee booking. Your booking is not secure until this information is given.</b>	
<b>Name card is in:</b>	<b>Signature:</b>
<b>Card Number:</b>	<b>Date of Signing:</b>
<b>Card Type:</b>	<b>Expiry Date:</b>
<b>Guests to pay their Full Account directly to the hotel on check-out.</b>	

**Please note that full cost cancellation charges will apply to reservations cancelled after Fri 16<sup>th</sup> July 2010.**

**Non-Smoking / Smoking room preferences may be requested, however are subject to hotel availability.**

**Signature on form proves details to be correct and valid at time of receipt by the agent.**

**All bookings must be supported in writing by sending us this completed form.**

**N.B. Amendments, new bookings or cancellations MUST be notified urgently in writing to Travel Services**

A confirmed reservation will represent a contract negotiated between the hotel and guest(s). It should be clearly understood that in the event of non-arrival, cancellation, early check-out or amendments the guest(s) may be liable to charges at the discretion of the hotel and / or Travel Services.\* It is understood that the guest(s) will accept responsibility for all legitimate charges made by the hotel / Travel Services with regards to this reservation. Travel Services cannot be held responsible to hotel or guest(s). **Please note that the hotel cancellation policy is three months prior to the event**, these details will be re-notified to you during confirmation, may we suggest that you consider taking booking cancellation insurance to limit liabilities – please ask Travel Services for details if required.

**Please note:** It is now general policy to hold valid credit card details provided by the client prior to their arrival at the hotel to guarantee reservations. This system protects both hotel and client from release of accommodation or losses due to non-arrival of client. To accept your reservations **we must have credit card details provided in full in the form below.**

\* No payment will be claimed by the hotel / Travel Services on these card details unless the reservation (1) is considered to be a 'no-show' i.e. accommodation is reserved, but client does not arrive and / or (2) cancellation of accommodation is not made through Travel Services before the stated minimum cancellation time or the client stays in the hotel accommodation but leaves without paying the full account (unless a company credit account has been pre-arranged) and / or (3) booking ends as an early check-out and / or (4) amendments to confirmed bookings may incur charges. Hotel charges may be processed automatically. Travel Services charges will be notified. If you have any queries then please do not hesitate to contact Travel Services.

**Travel Services, Wakes Hall Business Centre, Colchester Road, Wakes Colne, Colchester, CO6 2DB.**  
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