



## CORPORATE KEYS RESIDENCES – BOOKING REQUEST FORM

Please complete the following details indicating your preferred property, dates of occupation and personal or company details. Please fax to Corporate Keys Reservations on +64 4 4626853 or scan and email to [bookings@corporatekeys.co.nz](mailto:bookings@corporatekeys.co.nz)

We will endeavor to confirm your booking request within 4 business hours. Business hours are 9am to 5pm Monday to Friday (New Zealand Standard Time). This will assist us in preparing the required Licence to Occupy and your commencement invoice for your stay with Corporate Keys.

Commencement Date: \_\_\_\_\_ Length of Stay/Date of Departure: \_\_\_\_\_

How many people will occupy the apartment? \_\_\_\_\_ Car Parking Required: YES / NO (Charges may apply)

Special Advertised Rate (if applicable): \_\_\_\_\_

### **Select Residence – New Zealand:**

Terrace Residences – 202 The Terrace, Wellington, New Zealand: Room Type: \_\_\_\_\_

*A security deposit is required plus four (4) wks accommodation payment with signed Licence to Occupy to secure the booking.*

### **Reservation by Company** (please provide Company details as below)

Registered Business Name: \_\_\_\_\_

Registered ABN (Australia Only): \_\_\_\_\_

Registered Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Accounts Contact Person: \_\_\_\_\_

Accounts Contact Email: \_\_\_\_\_

### **OR** **Reservation by Individual** (please provide personal details as below)

Full Name: \_\_\_\_\_

Usual Residential Address: \_\_\_\_\_

**Primary Guest Details:** Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

**Booking Contact:** Name: \_\_\_\_\_

(If not Primary Guest) Phone: \_\_\_\_\_

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

**How did you hear about Corporate Keys?** If you were referred, by who? \_\_\_\_\_

### **Terrace Residences – Wellington, New Zealand**

Room Type	29 nights - 3 months	3 months+
1 bedroom, 1 bathroom	<b>\$1100</b>	<b>\$1060</b>
2 bedroom, 1 bathroom	<b>\$1550</b>	<b>\$1495</b>

Rates quoted are inclusive of GST. GST of 15% is payable for the first 28 nights of the stay; GST of 9% is payable from night 29 onwards. Prices are quoted in NZD. Security deposit of 2 weeks rent required.



This Credit Card Authorisation forms part of the Corporate Keys Residences Application form:

**Payment Authorisation Form**

Name: \_\_\_\_\_

**Step 1 - Payment of Security Deposit (Fill in Credit Card details below)**

Please note if your requested check-in is within the next 7 business days, a credit card number is required for Corporate Keys to process this booking request.

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ 3 or 4 Digit Code: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Cardholder Telephone Number: \_\_\_\_\_

I authorise Corporate Keys International Pty Ltd to debit this credit card for the amount equivalent to two (2) weeks rental for the property to be held as a Security Deposit. I understand that should Corporate Keys accept my booking request I will be emailed a booking confirmation number. The security deposit payment will be deducted immediately from my nominated card.

In the event of a booking being cancelled one of the following charges shall apply:

A cancellation with more than 28 days notice – 1 night's rental applies

A cancellation with less than 28 days notice – 7 nights rental applies

Please note that credit card payments will attract a non-refundable 2% surcharge on the gross amount.

Signature of Cardholder: \_\_\_\_\_