

## **ALLOCATION** – instructions for the guest

#### STEP 1- Website

Go on our website

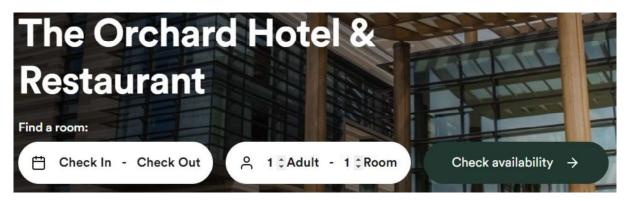
# STEP 2- Choosing hotel

Choose hotel you wish to book for

NOTTINGHAM VENUES ONE DESTINATION - PROLESS POSSIBLITIES	VENUES 🗸	MEETINGS &	EVENTS	BEDROOMS & ACCOMMODATION ✓
The Jubilee Hotel & Conferences		>	The Orch	ard Hotel & Restaurant
Campus Accommodation		>	Cripps Ha	III Guest Annexe

### STEP 3- Availability

Click 'check availability'



### STEP 4- Booking date

Choose the date you wish to book for and click on the scroll down arrow for 'special codes or rates'



#### STEP 5- Promotion code

Click on the scroll down arrow next to 'promo code' and choose 'group code' option

Special Codes or Rates ^

Promo Code ▼	Enter Code
Promo Code	
Group Code	



# STEP 6- Enter group code

Enter group code provided by event organizer and click 'apply'

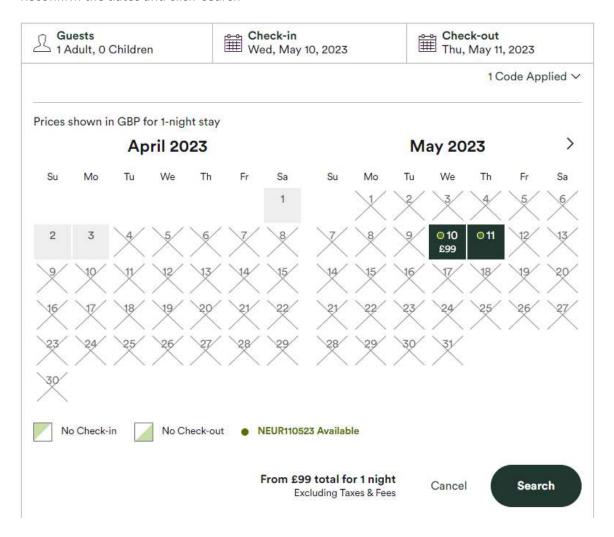
Group Code	•	Enter Code	
Agent ID		ol .	

Cancel

Apply

### STEP 7- Click 'search'

Reconfirm the dates and click 'search'





### STEP8- Book now

Select a room and click 'book now'

# Select a Room



Your requested rates are applied to the following rooms.

Prices shown include promotional rates.

View Results By Rooms Sort By
Lowest Price ▼

Show Filters ▼



Free Wifi

Hair Dryer

Desk or Workplace

# Guest Room Double/Twin

Sleeps 2 | 1 Double

This room is ideal for 1-2 guests and can be used as either a double or twin. Please note: All requests for twin beds should be made prior to arrival to avoid disappointment.

Room details

NACCS Accommodation \*Allocation\*

NEUR110523 Applied

Deposit Required

Rate is fully pre-payable at the time of the booking.

£99 Per Night Excluding Taxes & Fees

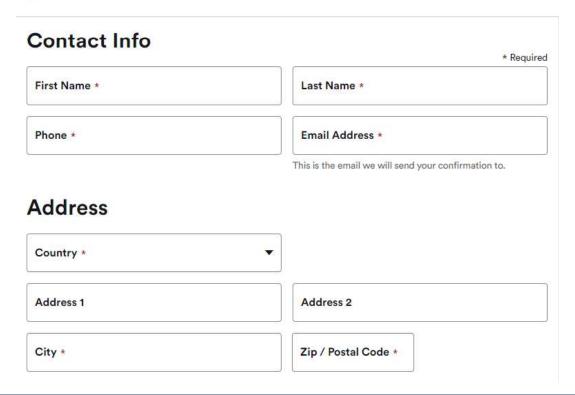
Book Now



## STEP 9- Guest details

Enter guest details





STEP 10 - Additional details

Please provide us with any additional details and preferences, eg. request for twin beds, NUT or diary allergy

# **Additional Details and Preferences**

Please note your requests or special needs



## STEP 11 - Payment information

Enter your card details

# **Payment Information**

£118.80 due April 4, 2023 (Hotel Local Time). Please provide a valid payment method.

(i)

### STEP 12 - Policies

Familiarize yourself with 'policies', tick that you agree with Privacy Terms and Booking Conditions and click 'complete booking'

Policies:						
Check-in After 3:00 PM	Check-out Before 11:00 AM					
ROOM 1 GUEST	ROOM DOUBLE/TWIN					
Guarantee Policy Full pre payment	required at the time of booking - non refundable and non transferable.					
Cancel Policy Full pre-payment, non refundable and non transferable is required to guarantee your reservation.						
* I agree wi	th the Privacy Terms. Venues Privacy Policy th the Booking Conditions.					

## STEP 13 - Confirmation of booking

You should receive an e-mail confirmation of the booking and payment will be taken within 24 hours from completing the booking.

Complete Booking 🖰