# **Accommodation Booking Request Form**

[Queens Residences](http://www.queensresidences.co.nz/) apartment feature contemporary and vibrant style which is located on the 22nd floor of 17 Wakefield St, Auckland, 1010. [WE](https://www.google.co.nz/maps/place/AUT+-+WE+Building/@-36.8537401,174.764461,17z/data=!3m1!4b1!4m5!3m4!1s0x6d0d47e441a873bb:0x274dbde42a97afe1!8m2!3d-36.8537444!4d174.7666497) Flat is located on the 8th floor of WE Building, 27 St Paul St, Auckland 1010

The queens residence apartment and WE Flat are primarily for visiting professors and distinguished guests to Auckland University of Technology.

For any accommodation booking requests, please provide all the information in this form and send it to Hospitality Services on [accommodation@aut.ac.nz](mailto:accommodation@aut.ac.nz)

## Guest Details

|  |  |
| --- | --- |
| Title: |  |
| First Name: |  |
| Last Name: |  |
| E-mail: |  |
| Position: |  |
| Company/Organisation: |  |
| Department: |  |
| Address 1: |  |
| Address 2: |  |
| City/State: |  |
| Country: |  |
| Post Code: |  |
| Phone: |  |
| Mobile: |  |
| Special Requirements (if any): | |

## Booking Details

|  |  |
| --- | --- |
| Check-in Date: | Click or tap to enter a date. |
| Check-out Date: | Click or tap to enter a date. |
| Check-in Time: |  |
| Check-out Time: |  |
| Number of Days/  Length of Stay: |  |
| Extra Cleaning required during stay ($70 per cleaning): |  |
| Which flat you require? (Please select one) | **QR 2203**  **WE Flat**  **WR Flat** |

### Check-in/Check-out Details:

Queens Residence/ WE Flat/ WR Flat Check-in time is 02.00p.m. and Check-out time is 10.00a.m. Special arrangements maybe considered subject to availability.

### Payment Options

Room Charges can be paid via ICD on confirmation or can be paid by Credit Card from guest.

Payment must be made in full prior to check-in.