SMi Group's London Hotel Accommodation Booking Service

To book your accommodations please complete the form on page 2, by selecting a first and second choice hotel from the list. We will take care of the rest. SMi will ensure that you get the right accommodation at the right price whatever your budget. SMi rates are guaranteed to be lower than those published on the hotel website or any other online booking website. Remember London hotels book up very fast so please do not delay completing the booking form. Booking early ensure that you get your first choice hotel.

Please note that the SMi Group does not work with any third party providers for hotel room reservations – please see footnote at bottom of page*.

Return your form to us via fax or scan it and send it to events@smi-online.co.uk**. SMi will send you confirmation of your booking**

*All rates excluding VAT

St James' Court, A Taj Hotel
Address: 54 Buckingham Gate, London
Nearest Underground Stations: Victoria, Westminster, St James' Park
SMi Special Rates:
Standard Room from £250 including VAT, excluding breakfast

Grange Wellington
Address: 71 Vincent Square, London, SW1P 2PA
Nearest Underground Stations: Victoria
SMi Special Rates:
Standard Room from £165

Grange Rochester
Address: 69 Vincent Square, London, SW1P 2PA
Nearest Underground Stations: Victoria
SMi Special Rates:
Standard Room from £135

HOTEL RESERVATION FORM

Please complete and return on the following Fax
number or E-mail address

Phone: +44 (0) 207 827 6000

Fax: + 44 (0) 207 827 6001

E-mail: events@smi-online.co.uk

Guest Details

Conference	

Title:	Forename:	Surname:
Company:		Telephone:
Email:		Fax:
Address:		

Hotel Details

1st Hotel Choice:		2nd Hotel Choice:
Room Type:	Standard	Executive
No of Rooms:	No of Nights:	Smoking Room/Non-Smoking Room:
Arrival Date:		Departure Date:

Credit Card Details

Please note the below card details are used only to guarantee the room reservation. Upon arrival, the hotel will ask for a physical credit card to swipe and take payment/guarantee any extra charges [room service etc]. If you would like to settle payment prior to arrival, please contact us and we will send you a Credit Card Authorisation Form.

Card Type:	MasterCard	Visa	Amex
Card Number for guarantee:			
Card Holder Name:		Expiry Date:	
I confirm that I have read and agree to SMi Terms & Conditions of Booking			
Signature:		Date:	

Terms and Conditions of Booking: If a cancellation is made, please advise the hotel directly as well as SMi, quoting your reservation number. Please check the hotel website for full cancellation Terms and Conditions.

*A number of our clients have been approached by third party organisations offering to book hotel rooms. We would advise that you do not book through them as they are not representing the SMi Group. SMi Group books all hotel rooms directly. If you are approached by a third party organisation then please contact us before making any bookings. If you have already booked a hotel room using a third party organisation, we would highly recommend contacting the hotel you were booked into to ensure a booking has been made for you. We would also advise you to please check the terms and conditions of the booking carefully.