

## SAE Media Group's Hotel Accommodation Rates

To book your accommodation please complete the form on page 2. We will take care of the rest.

SAE Media Group's variable rates are pre-agreed with each hotel and can therefore be cheaper than other advertised rates; although this cannot be guaranteed.

Remember London hotels book up very fast so please do not delay completing the booking form. Booking early ensures that you secure your hotel room.

**Return your form to us via fax or scan it and send it to [events@saemediagroup.com](mailto:events@saemediagroup.com). SAE Media Group will send you confirmation of your booking.**

### Copthorne Tara Hotel

**Address: Scarsdale Place, Kensington, W8 5SR**

**Nearest Underground Station: High Street Kensington**

**SAE Media Group Special Room Rate: £115 per night**

Please note that we have a limited room block, once this is filled, we cannot guarantee the above preferential rate.

At the same time, we cannot guarantee the preferential rates past the 14 days prior to the event. After this time guests are requested to book their accommodation directly from the [Copthorne Tara website](#).

*\*All rates inclusive of VAT and breakfast unless otherwise specified.*

*\*Room rates above are for single occupancy only – rates for double occupancy may differ, please enquire when returning your form.*

*\*7-day Cancellation policy*

**Terms and Conditions of Booking:** Please note the hotel will charge your credit card directly on departure. If a cancellation is made, please advise the hotel directly as well as SAE Media Group, quoting your reservation number. Please check the hotel website for full cancellation Terms and Conditions. If you do not hear from us within 24 hours, please follow up with another email. Bookings are not confirmed until you have received a confirmation number for your reservation.

# 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@saemediagroup.com](mailto:events@saemediagroup.com)**

## Delegate Details

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

## Hotel Details

1 <sup>st</sup> Hotel Choice:	No of Nights:
Room Type:	Departure Date:
No of Rooms:	
Arrival Date:	

## Credit Card Details

Card Type:	MasterCard	Visa	Amex
Card Number for guarantee:			
Card Holder Name:	Expiry Date:		
I confirm that I have read and agree to SAE Terms & Conditions of Booking and authorise for payment to be taken from the credit card as supplied.			
Signature:	Date:		

