NZEI • TE RIU ROA
NEW ZEALAND EDUCATIONAL INSTITUTE

Accommodation Booking Sheet

Date: _____ Fax No: _____

To: _____ Reservations Manager
_____ Hotel
_____

Dear _____

RE: NZEI Te Riu Roa Annual Meeting 2010
Sunday 26th September to Wednesday 29th September 2010

Please arrange accommodation for the following representative(s). Charge back to NZEI Te Riu Roa will be for room only. Representatives are responsible for all other costs.

Branch: _____

Name	In	Out	Double/ Twin/ Single	Name of person to share with	Special Requirements (eg Smoking)	Booking Code

Please fax back confirmation of these bookings to:

Branch Secretary Name: _____

Phone: _____ Fax No: _____

IMPORTANT NOTE FOR HOTEL

This booking relates to the block booking made by NZEI National Office –Tel: (04) 382 2871