

# Short Stay Licence Application

\*PLEASE USE BLOCK CAPITALS THROUGHOUT

Room Number (Office Use)

## 1. Personal Details

Title: Mr / Mrs / Miss / Ms (please circle)

Family Name.....First Name.....

Home Address.....

.....Postcode.....

Contact Telephone Number.....

Email Address.....

Student Number.....Event Number.....

## 2. Accommodation

Where do you want to stay? (Please Tick)

Telford - Ensuite

City - Ensuite

Walsall - Ensuite

- Standard

- Standard

- Economy

How long do you want to stay?

Arrival Date: \_\_/\_\_/\_\_

Departure Date: \_\_/\_\_/\_\_

Number of Nights: \_\_\_\_

## 3. Declaration

**Please sign and date the declaration to agree that you understand the terms and conditions of the Short Stay Licence Agreement. Any unsigned contracts will NOT be accepted. I understand that the information will be stored in manual and electronic files and is subject to the provisions of the Data Protection Act.**

Signature.....Date.....

## 4. Payment Section

(All payments are pre-paid to the value of this booking and are subject to the Accommodation Terms and Conditions)

Credit Card Type: Visa / Master / Solo / Switch / Delta / JCB

Card Number: ...../...../...../.....

Issue Number:.....Sec Number (last 3 digits).....

Valid From.....Expiry Date.....

Name On Card.....

I authorise the charges below to be taken from my credit card and accept that these details will be used for this purpose only

Signature.....Date.....

## 5. Charges (Office Use Only)

Amount taken from card: Total Number of Nights = ..... x Nightly Rate = Total Payment = £.....

Chargable Extras £.....

Amount & Receipt Number:.....Date.....