



# Bayview Eden Melbourne

6 Queens Road  
MELBOURNE VIC 3004  
Telephone # +61 (0)3 9250 2222  
Facsimile # +61 (0)3 9820 2553  
Email: [reservations.bem@bayviewhotels.com](mailto:reservations.bem@bayviewhotels.com)

**Date:** \_\_\_\_\_ **Conference/Group Name:** AUSTRALIAN INSTITUTE OF EMBALMERS

**I hereby authorise Bayview Eden Melbourne to Charge the following credit card for booking/s in the name/s of:**

Name of Guest/s: \_\_\_\_\_

Check In Date: \_\_\_\_\_

Check Out Date: \_\_\_\_\_

Room type :    Single \_\_\_\_\_                      Double \_\_\_\_\_                      Twin (2 beds) \_\_\_\_\_

Type of Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please charge the following to the card**

- ALL CHARGES
- ROOM ONLY – NO INCIDENTALS
- ROOM & BREAKFAST EXPENSES ONLY – NO INCIDENTALS
- ROOM & MEAL EXPENSES ONLY – NO INCIDENTALS
- GUARANTEE FOR GUEST INCIDENTALS (or guest will be asked to produce a credit card on check in)

**Please provide original Tax Invoice to:**

Company Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

**PLEASE NOTE:**

- For individual rooms booked, there is a minimum 24hr cancellation policy on accommodation or a night's accommodation will be charged
- All bookings received less than 28 days prior to arrival will be subject to availability at time of confirmation.

**SPECIAL GROUP RATES OFFERED - if booked directly with the hotel ONLY – as follows:**

- \$140.00 per night room only
- \$160.00 per night including Buffet Breakfast for 1 person, OR, \$180.00 including Buffet Breakfast for 2

***PLEASE SEND THIS COMPLETED FORM BACK TO THE Bayview Eden as per address above.***