



Accommodation Information Form for the purpose of the UN-SIDS Conference 2014

Section 1 – General Information

1. Name of Accommodation Property: _____

2. Name of Contact Person: _____

3. Delegation/Position: _____

4. Please advise availability to host the UN SIDS 2014 delegates:

- Interested *(Please proceed to Question 5)*
- Not Interested *(Do not proceed with this form – please kindly convey your non-interest via email)*

5. Accommodation Type Category:

- Budget
- Standard
- Superior
- Deluxe
- Holiday Home / Executive Housing

Other Type of Accommodation(s) offered:

Choose as many as are applicable-

- | | | |
|--|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Apartment | <input type="checkbox"/> Dormitory | <input type="checkbox"/> Motel |
| <input type="checkbox"/> B&B | <input type="checkbox"/> Guesthouse | <input type="checkbox"/> Resort |
| <input type="checkbox"/> Backpacker | <input type="checkbox"/> Hostel | <input type="checkbox"/> Villa |
| <input type="checkbox"/> Boutique Hotel | <input type="checkbox"/> Hotel | |
| <input type="checkbox"/> Bungalow/Chalet | <input type="checkbox"/> Lodge | |

Or other *(please specify if not in list above)* _____

Address/Village: _____

Tel # (office hrs): _____ Tel # (after hrs): _____

Fax #: _____ Booking Email: _____

Contact Person: _____ Position: _____

Tel # (office hrs): _____ Tel # (after hrs): _____

E-mail: _____



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Section 2 – Payment Information

Payment Form: Visa Master Card American Express JCB
 Diners Club Travelers Checks Cash

*As per UNSIDS procedure, SHA as the centralized reservations system will secure a 20% non refundable booking deposit from the client upon confirmation of each booking – SHA will retain its usual 15% commission whilst the remaining 5% of this deposit will be remitted to the property.
The remaining 80% of the booking amount will be processed by the property upon the delegate’s check in.

**UNSIDES Cancellation clauses;

- 20% deposit is non-refundable
- The balance of payment is non-refundable, if a cancellation is received from and including 30 days prior to the first date of stay

Section 3 – Accommodation Information

Total number of rooms Available (please specify accordingly):

Room Type: _____	Total no. of rooms available: ____
Room Type: _____	Total no. of rooms available: ____
Room Type: _____	Total no. of rooms available: ____
Room Type: _____	Total no. of rooms available: ____
Room Type: _____	Total no. of rooms available: ____
Room Type: _____	Total no. of rooms available: ____
Room Type: _____	Total no. of rooms available: ____

Description: Mention general information here which is relevant to all your room categories so you don't have to repeat for all room types – e.g., breakfast included for all room categories, all rooms have sea or mountain views, 15% GST included etc...

[Type text]



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Section 4 – Specific Room Details

Complete one of these pages for each room/unit type specified in Section 4 above.

Room/ Unit Type (*Standard/ Superior/ Deluxe*) _____

Room/Unit Amenities:

- | | | |
|---|---|--|
| <input type="checkbox"/> Bathroom – Ensuite bath and shower | <input type="checkbox"/> Bathroom – Private, bath and shower | <input type="checkbox"/> Bathroom – Shared, Bath only |
| <input type="checkbox"/> Bathroom – Ensuite shower only | <input type="checkbox"/> Bathroom – Private, shower only | <input type="checkbox"/> Bathroom – Shared, Shower only |
| <input type="checkbox"/> Bathroom – Ensuite, bath only | <input type="checkbox"/> Bathroom – Private, bath only | <input type="checkbox"/> Bathroom – Shared, Shower over bath |
| <input type="checkbox"/> Air conditioning | <input type="checkbox"/> Electricity Adapters | <input type="checkbox"/> Mosquito Nets |
| <input type="checkbox"/> Alarm Clock/Radio | <input type="checkbox"/> Fan(s) | <input type="checkbox"/> Potable Tap Water |
| <input type="checkbox"/> Assisted/Disabled Rooms | <input type="checkbox"/> Fridge | <input type="checkbox"/> Room Safe |
| <input type="checkbox"/> Balcony | <input type="checkbox"/> Hair dryer - in room or on request | <input type="checkbox"/> Smoke detection |
| <input type="checkbox"/> Bathrobe/Kimono | <input type="checkbox"/> Internet access in room - wireless / cable | <input type="checkbox"/> Sofa/Lounge Chairs |
| <input type="checkbox"/> Coffee/Tea Making Facilities | <input type="checkbox"/> Iron/Ironing Board – in room or on request | <input type="checkbox"/> Table Lamp |
| <input type="checkbox"/> Cold Water Only | <input type="checkbox"/> Living Room/Sitting Area | <input type="checkbox"/> Telephone – International Direct Dial (IDD) |
| <input type="checkbox"/> Cooking facilities/ Utensils | <input type="checkbox"/> Mineral/ Bottled Water Available | <input type="checkbox"/> Terrace/Patio (Ground floor) |
| <input type="checkbox"/> Dining Area & Settings | <input type="checkbox"/> Mini Bar | <input type="checkbox"/> TV – Cable/ Satellite |
| <input type="checkbox"/> Dressing table | | <input type="checkbox"/> TV – Local only |
| <input type="checkbox"/> DVD Player | | <input type="checkbox"/> Wardrobe |
| <input type="checkbox"/> Electric hook-up (for Campsites) | | <input type="checkbox"/> Work/Writing Desk |

Other Amenities: _____

- Children are allowed | Ages: _____ Children are not allowed | Ages: _____

a) Room/Unit Configuration

Room Type	Bed Type	Occupancy	Max Capacity
Single			
Double			
Twin			
Triple			
Quad			

b) Unit/Holiday Home/Executive Housing Configuration *(Applicable/Not Applicable):*

Number of Bedrooms: _____ **Number of Bathrooms:** *Ensuite/Private:* _____ *Shared:* _____

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Lounge/Den | <input type="checkbox"/> Living Room | <input type="checkbox"/> Dining Room |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Kitchen | |

[Type text]



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Section 5 – Room/Unit Rates

****These rates must be consistent with August – September 2014 seasonal rates.*

Room Rates (Or attach your current room rates):

Room Category	Rate per person	Rate per room								Children Price		Infant Price		Breakfast Included
		Single	Double	Twin	Triple	Quad	Other	Extra bed	Extra person	Flat	%	Flat	%	
														<input type="checkbox"/>
														<input type="checkbox"/>
														<input type="checkbox"/>
														<input type="checkbox"/>
														<input type="checkbox"/>

Room Category	Rate per person	Rate per room								Children Price		Infant Price		Breakfast Included
		Single	Double	Twin	Triple	Quad	Other	Extra bed	Extra person	Flat	%	Flat	%	
														<input type="checkbox"/>
														<input type="checkbox"/>
														<input type="checkbox"/>
														<input type="checkbox"/>
														<input type="checkbox"/>

OR

Unit/Holiday Home/Executive (Or attach your current unit/apartment rates):

Unit Category	Rate per person			Rate per unit					Children Price		Infant Price		Breakfast Included
	Night	Week	Month	Night	Week	Month	Extra bed	Extra person	Flat	%	Flat	%	
													<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>

Unit Category	Rate per person			Rate per unit					Children Price		Infant Price		Breakfast Included
	Night	Week	Month	Night	Week	Month	Extra bed	Extra person	Flat	%	Flat	%	
													<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>
													<input type="checkbox"/>

[Type text]



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Section 6 – Facilities and Services

Description: (features/services/special themes of property) _____

Facilities:

- | | | |
|--|--|---|
| <input type="checkbox"/> ATM Machine | <input type="checkbox"/> Fax | <input type="checkbox"/> Non-Smoking rooms/floors |
| <input type="checkbox"/> Baby Cot/Crib Available | <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Photocopier |
| <input type="checkbox"/> Back-up Power Generator | <input type="checkbox"/> Fitness Club/Gym | <input type="checkbox"/> Reading Room |
| <input type="checkbox"/> Banquet/Function Facilities | <input type="checkbox"/> Internet – Wireless | <input type="checkbox"/> Restaurant(s) |
| <input type="checkbox"/> Bar(s) | <input type="checkbox"/> Internet available onsite | <input type="checkbox"/> Safe at reception |
| <input type="checkbox"/> Barber/Beauty Salon | <input type="checkbox"/> Karaoke | <input type="checkbox"/> Self Serve Laundry |
| <input type="checkbox"/> Business Centre | <input type="checkbox"/> Kids Club | <input type="checkbox"/> Souvenir/Gift Shop(s) |
| <input type="checkbox"/> Café/Coffee Shop | <input type="checkbox"/> Kids Pool | <input type="checkbox"/> Spa facilities |
| <input type="checkbox"/> Car Parking | <input type="checkbox"/> Laundry Service available | <input type="checkbox"/> Swimming Pool indoor |
| <input type="checkbox"/> Conference Facilities | <input type="checkbox"/> Meeting Room(s) | <input type="checkbox"/> Swimming Pool(s) - Outdoor |
| <input type="checkbox"/> Disco/Nightclub | <input type="checkbox"/> Mobile Phone Reception | <input type="checkbox"/> Tour Desk |
| <input type="checkbox"/> Elevator/Lift | <input type="checkbox"/> Newspapers/ Magazines | <input type="checkbox"/> Wheelchair access |

Services:

- | | | |
|--|--|---|
| <input type="checkbox"/> Arrival/departure point transfers (Extra charge) | <input type="checkbox"/> Foreign Currency Exchange | <input type="checkbox"/> Shuttle Service (extra charge) |
| <input type="checkbox"/> Arrival/departure point transfers (Included in price) | <input type="checkbox"/> Laundry/Ironing | <input type="checkbox"/> Shuttle Service (included in price) |
| <input type="checkbox"/> Babysitting – Free | <input type="checkbox"/> Lifeguards | <input type="checkbox"/> Translation |
| <input type="checkbox"/> Babysitting – Paid | <input type="checkbox"/> Orientation - Botanical | <input type="checkbox"/> Turn-down service |
| <input type="checkbox"/> Concierge/Travel booking and Confirmation | <input type="checkbox"/> Orientation - Cultural | <input type="checkbox"/> Vehicle Hire/ Car Rental can be arranged |
| <input type="checkbox"/> Daily Housekeeping | <input type="checkbox"/> Pets Allowed | <input type="checkbox"/> Vehicle Hire/ Car Rental Onsite |
| <input type="checkbox"/> Doctor/Nurse on call | <input type="checkbox"/> Postal/Courier Service | <input type="checkbox"/> Visa Service |
| <input type="checkbox"/> Dry Cleaning | <input type="checkbox"/> Room Service | |
| | <input type="checkbox"/> Secretarial Services | |
| | <input type="checkbox"/> Security Guard (24 hrs) | |
| | <input type="checkbox"/> Shoeshine Service | |

Recreation:

- | | | |
|--|--|--|
| <input type="checkbox"/> Aerobics | <input type="checkbox"/> Cultural Arts and Craft | <input type="checkbox"/> Petanque (Bocce ball) |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Cultural Entertainment | <input type="checkbox"/> Sail Boarding |
| <input type="checkbox"/> Billiards | <input type="checkbox"/> Cultural Visits/Tours | <input type="checkbox"/> Sailing |
| <input type="checkbox"/> Board/Leisure Games | <input type="checkbox"/> Cycling | <input type="checkbox"/> Scuba Diving |
| <input type="checkbox"/> Jet ski/ Boat motorized | <input type="checkbox"/> Educational Experiences | <input type="checkbox"/> Snorkeling |
| <input type="checkbox"/> Boat non-motorized | <input type="checkbox"/> Fishing/Crabbing/etc. | <input type="checkbox"/> Surfing |
| <input type="checkbox"/> Boating | <input type="checkbox"/> Golf | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Bushwalking/
Hiking/Trekking | <input type="checkbox"/> Horse Riding | <input type="checkbox"/> Volleyball/Beach Volleyball |
| <input type="checkbox"/> Canoeing | <input type="checkbox"/> Hunting | <input type="checkbox"/> Water Aerobics |
| <input type="checkbox"/> Casino | <input type="checkbox"/> Jogging/Walking | <input type="checkbox"/> Wind Kiting |
| <input type="checkbox"/> Children's Playground | <input type="checkbox"/> Kayaks | <input type="checkbox"/> Wind surfing |
| <input type="checkbox"/> Cooking Courses | <input type="checkbox"/> Massage | <input type="checkbox"/> Yoga |
| | <input type="checkbox"/> Mini-Golf | |

Languages spoken*:

- | | | |
|--|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Chinese – Cantonese | <input type="checkbox"/> French | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Chinese – Mandarin | <input type="checkbox"/> German | <input type="checkbox"/> Korean |
| <input type="checkbox"/> English | <input type="checkbox"/> Italian | <input type="checkbox"/> Spanish |

[Type text]



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Section 7 – Declaration

I, _____ (Applicant's Name) of
_____ (Accommodation Name) have read and understand
all the terms and conditions from Section 1 through to Section 7 stated in this form and are hereby bound
by all of the above.

By my signature, I agree to reserve all available rooms as specified in **Section 3** for the period of
_____ (Dates) for the purpose of accommodating the delegates/guests for
the “**United Nations Small Islands Developing States Conference**” to be held between the dates of
Tuesday 26th August to Friday 5th September 2014.

Signature: _____

Date : _____

For more information please do not hesitate to contact the following:

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