



Golden Tulip Hotel ****



ROOM PRICES:
Standard Single USD223.00
Executive Single USD245.00
Prices are per room per night
Inclusive of Tax and Breakfast

Location: 15 minutes by taxi to the venue.

The hotel has restaurant, business centre, pool, laundry/valet service, casino and lounge. Rooms have air conditioning, tea/coffee maker, mini bar, internet access, mini bar, room service, in room safe, telephone and TV.

La Badi Beach Hotel *****



ROOM PRICES:
Single USD225.00
Prices are per room per night
Inclusive of Tax and Breakfast

Location: 20 minutes by taxi to the venue.

The hotel has restaurant, bar, business centre, swimming pool, valet service, internet connection. Rooms have air conditioning, mini bar, in room safe, tea/coffee maker, high speed internet access, telephone and TV.

**ALL RATES ARE INCLUSIVE OF TAXES & SUBJECT TO AVAILABILITY AT THE TIME OF BOOKING
ALL ROOMS ARE FULLY PREPAID TO **EVENTS** IN FOCUS**

We are aware that you may have a preferred hotel that may not be listed. Should this be the case, please contact us and we will endeavour to offer you the best possible rate.

Prices may change due to fluctuating foreign exchange rates



CONCIERGE SERVICES

Why not try our on-site concierge services?

Our services provide clients with a priceless commodity - more time.
We offer a host of services, from planning special events & meetings to making dinner & theatre reservations.

Let us help you with:

Meeting rooms
Cocktail receptions
Dinner reservations

We will be onsite to ensure the smooth running of all your arrangements.
Contact us for more information.

FLIGHTS

We can offer flights to Accra, Ghana from cities around the world at very competitive prices.
Please contact us for details.



**BOOKING FORM / Offshore West Africa 2010 / 09 – 12 Mar 10
 Accra International Conference Centre**

Please fax this form for the attention of Mr. Randy Wright on Fax No. +44 (0) 207 633 9427 or email: rwright@eventsinfocus.net

Surname (block capitals)	First Name(s)	Title (Mr/Mrs)	Nationality as on Passport
1			
2			
4			
3			

REQUIREMENTS

HOTEL ACCOMMODATION					
Hotel Name		Room Type		No. of Rooms	
Arrival Date		Departure Date		No. of Nights	

We hereby agree to the above Booking Conditions:-

Company Name:

Address:

Contact Name: Signature: Date:.....

Email:

Telephone: Fax:

PLEASE INDICATE PAYMENT PREFERENCE:-

(This section must be completed in order to validate your booking request).

- 1) We will be paying by company cheque: (for UK based companies **only**)
- 2) We will be paying by bank transfer: (Our bank details will be sent out along with your invoice)
- 3) We will be paying by credit card: (Please complete your card details below – **2.5% c/c** fee applies)

Credit Card No:

Valid From: Valid To:

CVV Number (3 digit security code): Issue no. (Switch / Maestro only)

Name of Cardholder:.....



FLIGHT BOOKING FORM

Please fax this form for the attention of Mr. Randy Wright on Fax No. +44 (0) 207 633 9427 or email: rwright@eventsinfofocus.net

FLIGHT RESERVATIONS:-			
If you would like a quote on flights please e-mail your proposed itinerary to the above contact (if you are arranging your own flights but require an airport transfer, please provide details below)			
	Date	Time	Flight No.
1 Arrival in Accra:			
1 Departure from Accra:			
2 Arrival in Accra:			
2 Departure from Accra:			

Flight Quote Required Flight Quote & transfers required Transfers only required

Company Name:

Address:

Contact Name: Signature:..... Date:.....

Email:

Telephone: Fax:

PLEASE INDICATE PAYMENT PREFERENCE:-

(This section must be completed in order to validate your booking request).

- 1) We will be paying by company cheque: (for UK based companies only)
- 2) We will be paying by bank transfer: (Our bank details will be sent out along with your invoice)
- 3) We will be paying by credit card: (Please complete your card details below)

Credit Card No: (Sorry we can not accept AMEX)

Valid From: Valid To:.....

CVV Number (3 digit security code): Issue no. (Switch / Maestro only)

Name of Cardholder:



BOOKING CONDITIONS

RESERVATIONS

For reservations please complete the attached booking form and return to us as soon as you know your requirements. **Please note that reservations cannot be held without payment details so please ensure you complete the relevant section on the booking form.** Hotel reservations will be held on option and will only be guaranteed upon payment of a deposit invoice of 50% for each room held. The balance is payable 1 month prior to arrival. For bookings made less than 1 month prior to arrival, immediate full prepayment is required for each room held. **Events in Focus** reserve the right to cancel any reservations due to non payment of said invoice.

PAYMENT

All services must be pre-paid to Events in Focus at the UK Pound Sterling rate indicated above. Any other foreign exchange rates listed are for indication purposes only. An invoice will be produced for your travel and/or accommodation and payment must be made prior to the event. A fee of 2.5% will be charged for all credit card payments. Confirmation of payment will be forwarded to you along with hotel vouchers and other travel documents prior to departure. On check out from the hotel please pay only for incidentals.

CHANGES/CANCELLATIONS

Once your reservations have been confirmed it is imperative that Events in Focus are advised in writing of any changes or cancellations that you may have. We will in turn advise the hotel of these changes.

Please note that once arrangements have been confirmed and paid for, cancellation charges will apply to all hotel bookings. Cancellation charges will be stipulated upon confirmation.

Please note that these charges have been set by the hotels due to this being a very busy period.

AIRPORT TRANSFERS

Airport transfers can be arranged, providing we have your flight details at least 48 hours prior to arrival. If you do not book your flights with **Events in Focus** and you do require transfers please advise. Taxis are also available at the airport.

VISAS

All foreigners entering Ghana require Entry Visas. Entry Visas must be obtained prior to arrival in Ghana and may be obtained from a Ghana Embassy, High Commission or Consulate abroad. Exemptions are people with passports issued in: Nigeria, Benin, Mauritania, Niger, Gambia, Senegal, Sierra Leone, Guinea Bissau, Togo, Cote D'ivoire, Burkina Faso, Liberia, Cape Verde, & Mali.