

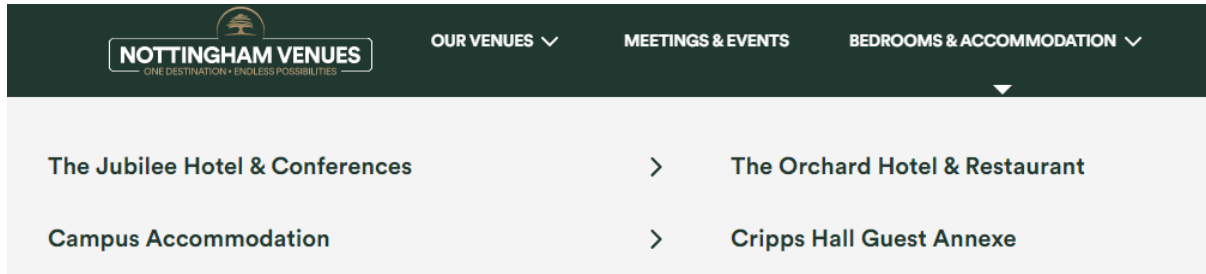
## ALLOCATION – instructions for the quest

### STEP 1- Website

Go on our [website](#)

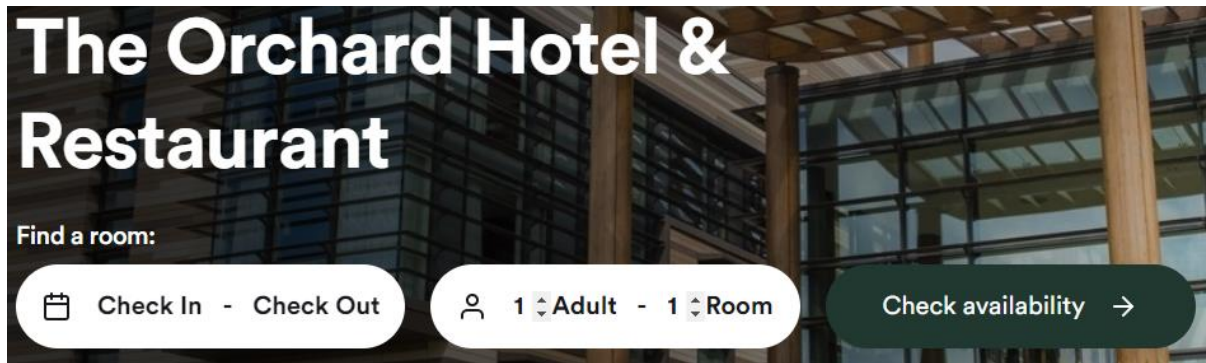
### STEP 2- Choosing hotel

Choose hotel you wish to book for






### STEP 3- Availability

Click 'check availability'



### STEP 4- Booking date

Choose the date you wish to book for and click on the scroll down arrow for 'special codes or rates'

 <b>Guests</b> 1 Adult, 0 Children	 <b>Check-in</b> Mon, Jan 29, 2024	 <b>Check-out</b> Tue, Jan 30, 2024
<a href="#">Special Codes or Rates</a> ▾		
January 2024		February 2024

### STEP 5- Promotion code

Click on the scroll down arrow next to 'promo code' and choose 'group code' option

Group Code ▾

Enter Code  
BPS2024

Promo Code

Group Code

## STEP 6- Enter group code

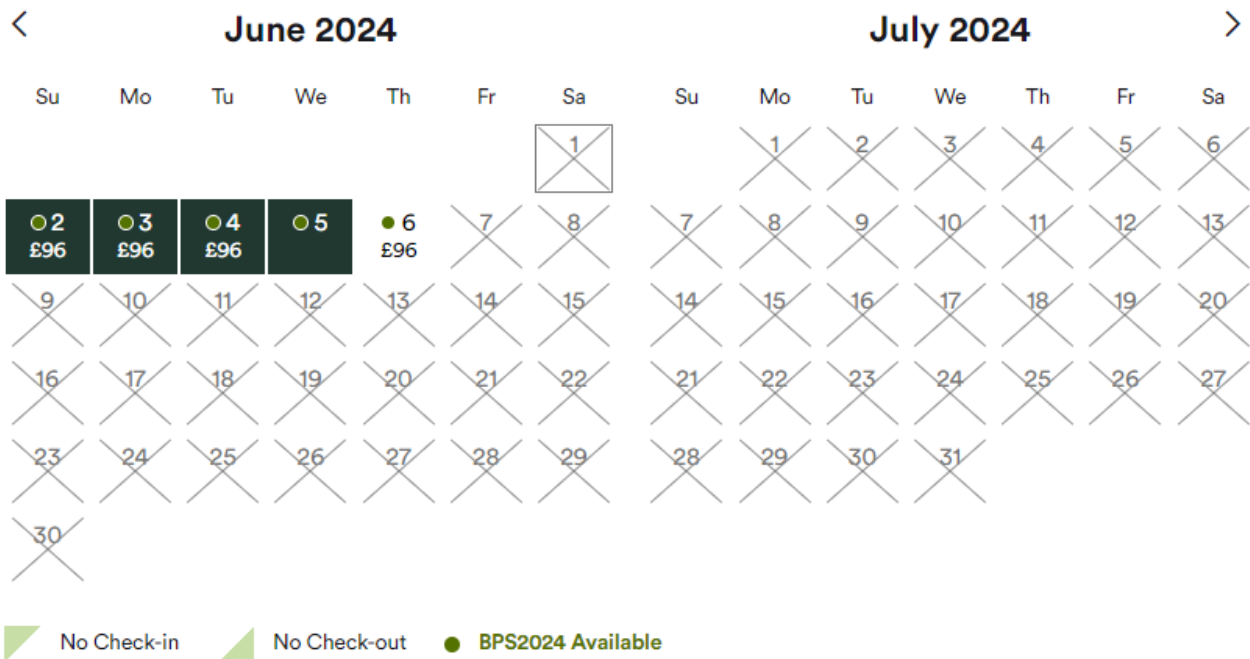
Enter group code **BPS2024** and click 'apply'

<b>Group Code</b> ▼	<b>Enter Code</b> <u>BPS2024</u>
<b>Agent ID</b>	

## STEP 7- Click 'search'

Reconfirm the dates and click 'search'

Prices shown in GBP for 1-night stay



## STEP 8- Book now

Select a room and click 'book now'



## Double Room

Sleeps 2 | 1 Double

Our standard double rooms are ideal for 1-2 guests who are wanting to stay for either a night or weekend away or a business trip.

[Room details](#)

\*ALLOCATION\* BPS ASM 2024

 **BPS2024 Applied**

Allocation rate - fully pre-payable and non-refundable.

**£96**

Per Night  
Excluding Taxes & Fees

**Book Now**

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## STEP 9- Guest details

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Enter guest details

# ← Guest Details

### Contact Info

\* Required

This is the email we will send your confirmation to.

### Address

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## STEP 10 – Additional details

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Please provide us with any additional details and preferences, eg. request for twin beds, NUT or diary allergy

## Additional Details and Preferences

Please note your requests or special needs

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## STEP 11 – Payment information

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Enter your card details

### Payment Information

£118.80 due April 4, 2023 (Hotel Local Time). Please provide a valid payment method.

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## STEP 12 – Policies

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Familiarize yourself with 'policies', tick that you agree with Privacy Terms and Booking Conditions and click 'complete booking'

### Policies:

**Check-in**      **Check-out**  
After 3:00 PM      Before 11:00 AM

#### ROOM 1 GUEST ROOM DOUBLE/TWIN

##### Guarantee Policy

Full pre payment required at the time of booking - non refundable and non transferable.

##### Cancel Policy

Full pre-payment, non refundable and non transferable is required to guarantee your reservation.

### Acknowledgement

\* I agree with the Privacy Terms.  
[Nottingham Venues Privacy Policy](#)

\* I agree with the Booking Conditions.

**Complete Booking** 🔒

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## STEP 13 – Confirmation of booking

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You should receive an e-mail confirmation of the booking and payment will be taken within 24 hours from completing the booking.