



AOT HOTELS ONLINE CONTRACT USER GUIDE

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Step 1: LOGIN

Please login using your 6 character Supplier Code provided in the email inviting you to submit rates.

The password is the same as the password for AOT Supplier Manager. If you do not have this password, please email us at gsrates@aot.com.au.

NB: The password is case sensitive.

Supplier Code:
Password:
Login

If you need help to login or have misplaced your Supplier Code or Password, please email us at gsrates@aot.com.au

the aotgroup

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Step 2: NAVIGATION

There are 4 main sections to the contract; please complete each section in order commencing with Review Property Details.

Each page site navigational buttons to move forwards or backwards throughout the site. You can select SAVE at any time and return to complete the online contract.

Property Details Rooms & Rates Policies Submit Contract Logout

Select Property General Information Address & Contact Information Financial Information Property Details Review

<< Prev Save Next >>

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You can logout of the site at any point and complete your Online Contract at a later time. Please ensure you press the 'Save' button (if one is available) prior to logging out.

Step 3: SELECT PROPERTY

Click here to Select Property.

If a chain login is in use, there will be multiple properties listed, please first select the property you are completing the contract for.

Property Name
Hotel

Review Property Information

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You can logout of the site at any point and complete your Online Contract at a later time. Please ensure you press the 'Save' button (if one is available) prior to logging out.

Step 4: EDIT GENERAL INFORMATION

The system will prepopulate any section where we already have this information. If a section is pre-populated it will be greyed out and uneditable. If you need to change any of this information please email gsrcates@aot.com.au.

If your property is currently loaded in the AOT system, the section below has been auto-populated with the current details. Please review and update as required or simply proceed to the next section.

General Information Edit General Information

Email:
Supplier Name:
Chain / Group:
Country:
Official Star Rating:
Self-Assessed Rating:
Total Number Of Rooms:
Channel Managers:

Step 5: EDIT FINANCIAL INFORMATION

Please enter your BSB in the format 123-456. Please do not enter any spaces or dashes in the Account Number.

Please enter your ABN – we are unable to transact with your property unless we have this information on file. Please select your tax type from the drop down box

Then select Save or Next.

If your property is currently loaded in the AOT Group system, this section has been auto-populated with the current details. If any of these details need to be updated please contact us at gsrcates@aot.com.au.
If you are a new supplier to the AOT Group please complete all fields and proceed to the next section.

Bank Account Details

Financial Institution:
Branch/BSB:
Account Number:
Account Name:

Currency / Tax

Rates Provided in:
Tax Registration Number / ABN:
Tax Type:

ALL RATES MUST BE ENTERED INCLUSIVE OF ALL GOVERNMENT, STATE, CITY AND HOTEL TAXES THAT ARE APPLICABLE AND WHICH MUST BE COLLECTED AT TIME OF BOOKING.

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Step 6: BREAKFAST/PARKING/WIFI COSTS

If you offer fixed price breakfast options, please select the breakfast option from the drop down box and enter the cost in the space provided. If you do not offer fixed price options please leave this section blank.

Complete the details relating to Parking and Internet.

If your parking or internet option is not listed here, please choose the closest option then email gsrcates@aot.com.au with the full details.

Then select Save or Next.

Government Breakfast Rates & Ancillaries (Australian Dollars)

Please enter optional, fixed price breakfast rates if offered as well as details in relation to parking and Wi-Fi/Internet facilities.

ALL RATES MUST BE ENTERED INCLUSIVE OF ALL GOVERNMENT, STATE, CITY AND HOTEL TAXES THAT ARE APPLICABLE AND WHICH MUST BE COLLECTED AT TIME OF BOOKING.

Meal Type	ADULT Cost	CHILD Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Ancillaries

Parking

Is parking available on site? Yes No
Can parking be booked? Yes No
Cost of parking
 Free of Charge or \$ per vehicle per night.

Internet

Free Wi-Fi/Public Areas & Rooms
Free Wi-Fi/Public Areas Only
Free Wired Internet in Room
Pay Wi-Fi/No Free Wi-Fi Available
Pay Wired Internet In Room
No Internet available

<< Prev Save Next >>

Step 7: SEASONS

In this section Seasons are to be set for your room rates that must cover the entire contract period. You will be unable to proceed to entering room rates until every date in the year is covered by a season.

Every date within the contract period must have a rate.

Once all dates are covered, the orange warning below the summary heading will disappear.

Seasons

The Government Accommodation Program requires rates to be provided which cover the entire contract year of 1st July, 2015 to 30th June, 2016. The Government's preference is for a single rate for the entire contract year in order to maximise your sales.

Different rates for different times of the year can be provided by setting up a range of seasons. Please note that the seasons you define need to cover the entire contract year of 1st July, 2015 to 30th June, 2016, the system will not advance to the next section if there are any gaps in the seasons.

There are a number of predefined season names such as High and Low, however, it is possible to select 'Other' and give the season a specific name (i.e. Special Event).

Please Note: Seasons CANNOT overlap.

Season Name: Dates: To:

Summary

No Seasons available for selected Property. Please add a Season using the 'Add Season' form below.

THE SEASONS DO NOT COVER THE ENTIRE RATE YEAR.

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To enter a season with its own name, for instance, NYE or School Holidays select Other and enter the name of your choice. The season can have multiple date ranges.

Select Other from the Seasons Name drop down list. A free type box will appear. Please enter the name of the season here. You must have left a gap for the Season to not overlap existing seasons entered.

The example has a gap in the in the Low Season date ranges to allow a New Year's Eve rate.

Season Name: Dates: To:

Summary

Season Name	DATES		
High	01 Jul 2015 - 30 Nov 2015 01 Apr 2016 - 30 Jun 2016	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Low	01 Dec 2015 - 30 Dec 2015 02 Jan 2016 - 31 Mar 2016	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

THE SEASONS DO NOT COVER THE ENTIRE RATE YEAR.

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Step 8: ROOMS

New Suppliers

If you are new to the AOT Hotels program you will be asked to add your room types to the contract.

Select Add New Room.

Rooms Summary

If your property is currently loaded in the AOT Group system, this section details the Room Types we currently have loaded with Government rates. Please update, add or delete as required.

If you are a new supplier to the AOT Group or haven't provided government rates, please add the Room Types for which you will be providing Government rates.

Please select Add New Room to add a Government room type.

<< Prev Next >>

Existing Suppliers

If you have previously provided rates in the AOT Hotels program, the previous room types will be listed.

You can edit the details if they have changed. You can also delete existing rooms and add new rooms if required. Select the button to complete the action required.

Room Name	Classification	Maximum Guests Per Room	Existing Bedding	Additional Bedding		
Standard Room	Hotel Room	4.	1 Queen or 2 Doubles	No additional bedding available.	Edit	Delete
Superior City View	Hotel Room	3.	1 Queen or 2 Doubles	1 Rollaway	Edit	Delete
Superior Room	Hotel Room	3.	1 Queen or 2 Doubles	1 Rollaway	Edit	Delete

[Add New Room](#)

[<< Prev](#) [Next >>](#)

Step 8: ROOMS (CONTINUED)

Enter the number of Adults and Children allowed in the room (please keep this as concise as possible).

Choose Maximum Adults from the drop down box (you will need to enter rates for the number of adults you select here).

Enter Existing bedding including all beds in the room that can be used in the cost of the room (this may include Sofa Beds).

Enter Additional Bedding (you can enter costs for these in the rates section).

Apartment Style Room Features. To answer Yes to this question, the room must have every feature listed here as standard. If the room does not have every feature you must leave the question answered as No.

Select the Room Servicing option that relates to the room type. Keep your answer as simple as possible.

Add Room Configuration

Room Name

Classification

Maximum Adults and Children

Maximum Adults

Existing Bedding

Additional Bedding

Sofa Bed

Roll Away

Is the Sofa Bed / Rollaway considered as existing bedding for children? Yes No

Apartment Style Room Features

Does this room type have ALL of the features listed below? Yes No
It is not essential that any room type has any of these features.

- Kitchen (separate to bedrooms)
- Stove (Min 2 burners/elements)
- Oven
- Microwave
- Sink (for washing dishes)
- Pantry (for food storage)
- Pots/Pans/Utensils
- 2 Door Fridge/Freezer (Bar Fridges are not acceptable. Combined Fridge/Freezer capacity should be approx 200L or greater)
- Cutlery/Plates/Glasses/Cups (Must have enough items/chairs for the maximum occupancy of the room type)
- Dining Table & Chairs (Must have enough items/chairs for the maximum occupancy of the room type)

Room Servicing Information

<input type="checkbox"/> Serviced Daily	<input type="checkbox"/> Serviced Weekly
<input type="checkbox"/> Serviced On Request	<input type="checkbox"/> Serviced On Request at a Cost of <input type="text"/> Australian Dollars
<input type="checkbox"/> Serviced <input type="text"/> Times Weekly	<input type="checkbox"/> Payable Direct
<input type="checkbox"/> Serviced Mid-Stay for Stays of <input type="text"/> Days or more	<input type="checkbox"/> Serviced Every <input type="text"/> Days
<input type="checkbox"/> Not Serviced on Saturdays	<input type="checkbox"/> Serviced on Day <input type="text"/> for Stays of <input type="text"/> Days or More
<input type="checkbox"/> Not Serviced on Public Holidays	<input type="checkbox"/> Not Serviced on Sundays
	<input type="checkbox"/> Not Serviced

ALL RATES MUST BE ENTERED INCLUSIVE OF ALL GOVERNMENT, STATE, CITY AND HOTEL TAXES THAT ARE APPLICABLE AND WHICH MUST BE COLLECTED AT TIME OF BOOKING.

Step 9: RATES

The page has a heading indicating which room type you are entering rates for. The Seasons that you have entered are listed above the rate grid.

First choose the Season from the drop down list. Then choose the meal basis. Start with room only. Enter the nett nightly rate in each box that relates to the occupancy in the room. Leave the Min Stay at 1 (nights) or enter the minimum night stay for this room type.

You may enter a rate code if your system uses these, otherwise leave it blank. Then select Save Rate.

If you want to enter a B&B Rate do not enter Bed & Light Breakfast and Bed & Full Breakfast – only offer one B&B rate

Nightly Rates for Room: Standard Room

Government Rate
All rates must be entered as NETT (gross rates less commission).

Optional Long Stay Rates
With approximately 25% of all Government bookings staying 7 or more nights, it is highly recommended that a reduced rate for a minimum 7 night stay is offered in order to maximise your long stay sales. In order to provide long stay rates, firstly enter rates for a minimum 1 night stay (Min Stay) and then repeat, entering a 7 night minimum stay (Min Stay) and the applicable long stay rate. If long stay rates are not provided, daily rates will be used for all stays.

Seasons

Low 01 Jul 2015 - 30 Dec 2015
 NYE 31 Dec 2015 - 01 Jan 2016
 Low 02 Jan 2016 - 30 Jun 2016

Government Rates - Australian Dollars

Save Rate

Season: [Low] (dropdown)
 Meal Basis: [Room Only] (dropdown)

Enter NETT rates PER ROOM PER NIGHT.

	Single	Double	Triple	Quad
Nett				

Min Stay: [1] Rate Code: []
 Rates Valid All Nights:

[Save Rate](#)

ALL RATES MUST BE ENTERED INCLUSIVE OF ALL GOVERNMENT, STATE, CITY AND HOTEL TAXES THAT ARE APPLICABLE AND WHICH MUST BE COLLECTED AT TIME OF BOOKING.

NIGHTLY RATES HAVE NOT BEEN ENTERED FOR THE FOLLOWING SEASONS:

- NYE
- LOW

[Return to Rooms Summary](#)

Entering a Long Stay Rate

After entering a nightly rate, it is recommended to offer a reduced rate for long stays, typically for 7 nights or more.

Repeat the same process as per above, then change the Min Stay to 7 or more nights. Then select Save Rate.

You may repeat this process to offer extended stay rates eg 28+ nights.

Nightly Rates for Room: Standard Room

Government Rate
All rates must be entered as NETT (gross rates less commission).

Optional Long Stay Rates
With approximately 25% of all Government bookings staying 7 or more nights, it is highly recommended that a reduced rate for a minimum 7 night stay is offered in order to maximise your long stay sales. In order to provide long stay rates, firstly enter rates for a minimum 1 night stay (Min Stay) and then repeat, entering a 7 night minimum stay (Min Stay) and the applicable long stay rate. If long stay rates are not provided, daily rates will be used for all stays.

Seasons

Low 01 Jul 2015 - 30 Dec 2015
 NYE 31 Dec 2015 - 01 Jan 2016
 Low 02 Jan 2016 - 30 Jun 2016

Government Rates - Australian Dollars

Save Rate

Season: [Low] (dropdown)
 Meal Basis: [Room Only] (dropdown)

Enter NETT rates PER ROOM PER NIGHT.

	Single	Double	Triple	Quad
Nett	90.00	100.00	140.00	190.00

Min Stay: [7] Rate Code: []
 Rates Valid All Nights:

[Save Rate](#)

Step 9: RATES (CONTINUED)

Entering Rates for Different Nights of the Week

When entering rates the option 'Rates Valid All Nights' box is ticked. Untick this box and a new option appears to select nights of the week.

Untick the nights of the week the rate is NOT valid for, then select Save Rate.

The page will display the rates entered – the nights the rate is not valid for is faded.

The warning also advises the nights that have not had a rate entered. Repeat the process entering rates for the other nights. Sun-Thur & Fri-Sat is the recommended split. No more than 2 splits are recommended.

Nightly Rates for Room: Superior City View

Government Rate

All rates must be entered as NETT (gross rates less commission).

Optional Long Stay Rates

With approximately 25% of all Government bookings staying 7 or more nights, it is highly recommended that a reduced rate for a minimum 7 night stay is offered in order to maximise your long stay sales. In order to provide long stay rates, firstly enter rates for a minimum 1 night stay (Min Stay) and then repeat, entering a 7 night minimum stay (Min Stay) and the applicable long stay rate. If long stay rates are not provided, daily rates will be used for all stays.

Seasons

Low 01 Jul 2015 - 30 Dec 2015
 NYE 31 Dec 2015 - 01 Jan 2016
 Low 02 Jan 2016 - 30 Jun 2016

Government Rates - Australian Dollars

Save Rate

Season:

Meal Basis:

Min Stay: Rate Code:

Enter NETT rates PER ROOM PER NIGHT.

	Single	Double	Triple
Nett	100.00	100.00	150.00

Rates Valid All Nights

Applicable Nights: M T W T F Sa Su

NIGHTLY RATES HAVE NOT BEEN ENTERED FOR THE FOLLOWING SEASONS:

- NYE
- LOW SEASON - ROOM ONLY - UNCOVERED DAYS: FRI SAT

Season	Meal Basis / Rate Code	Min Stay	Single	Double	Triple	
Low	Room Only	1	Nett	100.00	100.00	150.00

Rate Code:

Applicable Nights: M T W T F Sa Su

Once all Seasons and Room types have rates saved, the summary screen will allow you to proceed to the next section.

Government Rates

Room Name	Government Rate
<input type="text" value="Standard Room"/>	<input type="button" value="Edit Rates"/>
<input type="text" value="Superior City View"/>	<input type="button" value="Edit Rates"/>
<input type="text" value="Superior Room"/>	<input type="button" value="Edit Rates"/>

Step 10: ALLOTMENT

The first room name entered will be preselected, however you can choose a different name if you do not want to offer an allotment for this room type. It is highly recommended to offer allotment year round, however this is not mandatory

Add General Allotment

Room Name:

Date Range: To

Nights of the Week	Release Back 5 Days	Release Back 2 Days	Release Back 1 Day	Release Back 0 Days
Sun - Thu	<input type="text"/> Room(s)	<input type="text"/> Room(s)	<input type="text"/> Room(s)	<input type="text"/> Room(s)
Fri - Sat	<input type="text"/> Room(s)	<input type="text"/> Room(s)	<input type="text"/> Room(s)	<input type="text"/> Room(s)

[Add Dates](#)

Please note that the AOT System will release any unsold rooms at 11:59pm on the day of scheduled release.

[Cancel](#) [Save](#)

A summary will be displayed by room type so you can check what has been entered. Select Edit if you need to make a correction, or Delete to start again. Repeat the process for additional room types by selecting Add General Allotment

Standard Room

01 Jul 2015 to 30 Dec 2015	Sun - Thu	2 Rooms	at 5 days	Edit	Delete
	Sun - Thu	1 Rooms	at 2 days		
	Fri - Sat	1 Rooms	at 5 days		
01 Jan 2016 to 30 Jun 2016	Sun - Thu	2 Rooms	at 5 days		
	Sun - Thu	1 Rooms	at 2 days		
	Fri - Sat	1 Rooms	at 5 days		

[Add General Allotment](#)

The next option is to enter allotment for Defence Relocations. The booking patterns and needs for Defence Relocations are very different to everyday Government bookings. Please read the instructions provided on the page. Then select Add Relocation Allotment. Only offer Relocation Allotment if you are in a Defence Relocation area.

Defence Relocations Allotment

There is a separate section for providing allotments for use for Department of Defence Personnel Relocations, which comprises over 60,000 room nights per annum. With more than 60% of Defence Relocations bookings travelling over December and January each year with the residual bookings are spread evenly throughout the rest of the year therefore please tailor your allotments accordingly.

The average lead time for Defence Relocation bookings is 32 days and we therefore recommend offering either a 30 day and/or 14 day allotment release back. This gives your property back any unused rooms well in advance and AOT Hotels the flexibility to service the bookings with adequate allocations.

Please note all allocations must be valid 7 days a week.

NO ALLOTMENT HAS BEEN ADDED FOR THIS PROPERTY. PLEASE ADD ALLOTMENT VIA THE 'ADD RELOCATIONS ALLOTMENT' BUTTON BELOW.

[Add Relocations Allotment](#)

[<< Prev](#) [Next >>](#)

Please note that the AOT System will release any unsold rooms at 11:59pm on the day of scheduled release.

The process is the same as for General Allotment. The release back periods are 30 and 14 days to suit the booking patterns of Defence Relocations. The allotment must be valid for all days of the week. Select Save when you have completed this section.

Add Relocations Allotment

Room Name:

Date Range: To

Nights of the Week	Release Back 30 Days	Release Back 14 Days
All Nights	<input type="text"/> Room(s)	<input type="text"/> Room(s)

[Add Dates](#)

Please note that the AOT System will release any unsold rooms at 11:59pm on the day of scheduled release.

[Cancel](#) [Save](#)

Step 11: POLICIES

If a Child Policy already exists in our system for your property (be it through our Leisure division or just Government) it will be prepopulated. The same policy will be carried over for period of this contract. If you want to make changes please email gsrcates@aot.com.au.

Government Child Policy

If your property is currently loaded in the AOT Group system, this section has been auto-populated with the current, details which will be used for the applicable dates of this contract. Please ignore any pre 1st April 2014 dates as these are currently being deleted from the system.

Valid for 01MAY13-30JUNE15:
Infants: 0-2 years inclusive - cots available for hire, charges payable direct.
Child: 3-12 years inclusive - adult rates apply.

Cots

Do you offer cots?

Yes No

<< Prev

Save

Next >>

If a child policy does not exist in our system you will be required to select one. The Standard AOT Child Policy option will be pre-ticked or you may create a new child policy.

Government Child Policy

If you are a new supplier to the AOT Group please complete all fields and proceed to the next section

I Agree to the Standard AOT Child Policy

The AOT Group Standard Policy is as follows:

Children 0-11 years inclusive: Free of charge when sharing with adults and using existing bedding.

Existing bedding is defined as any bedding, including Sofa Beds permanently in the room.

Create New Child Policy

Government Cancellation Policy

The cancellation policy has been set by the Government and is automatically applied to your property based on its size and location. Once you have read through the policy please select Next.

Government Cancellation Policy

AOT Whole of Australian Government Accommodation Program Cancellation Policy:

The applicable Government cancellation policy is based on the size and location of the property as listed below. Cancellation policies are set by the Government and apply to all Government bookings for these rates and for Need It Now (if enabled). Cancellation policies differ depending on the length of stay and whether the booking is for WoAG General Business or Defence Relocations.

Short Stay Policy (1-6 Nights) - General Business & Defence Relocations

For Short-stay bookings, the following cancellation policy will apply based on the property's size and location:

- For Capital City and Suburban Properties of over 40 rooms, cancellations may be made without penalty up to 2pm on the day of arrival.
- For Capital City and Suburban Properties of 40 rooms or less, cancellations may be made without penalty up to 2pm the day prior to arrival.
- Non-Capital City Properties over 40 rooms, cancellations may be made without penalty up to 2pm on the day prior to arrival.
- Non-Capital City Properties between 40 and 20 rooms, cancellations may be made without penalty up to 2pm two days prior to arrival.
- Non-Capital City Properties under 20 rooms, cancellations may be made without penalty up to 2pm three days prior to arrival.

Any cancellations, or amendments whilst in house, within these periods or no shows will result in a fee equal to 1 nights room charge.

Long Stay Policy (7+ Nights) - General Business & Defence Relocations

For long-stay bookings, the following cancellation conditions will apply:

General Business:

- Cancel up to 3 days prior - no charge
- Cancel up to 2 days prior - 1 night cancellation fee
- Cancel within 2 days of arrival - 2 night cancellation fee

Defence Relocations:

- Cancellations may be made without penalty up to 2pm the day prior to arrival
- Cancel after 2pm - 1 night cancellation fee

Any cancellations, or amendments whilst in house, within these periods or no shows will result in a fee as per the above.

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Next >>

Government Needitnow Policy

Please read through the information provided and make your selection. If your property provides rates to our www.needitnow.com.au site, we recommend you opt in to have these rates and inventory available to Government travellers.

Government Need It Now Policy

need it now is an online accommodation booking platform offering flexible and far-reaching distribution. Needitnow.com.au allows you to easily create and maintain last minute offers online - anytime.

The site is simple and easy to use providing accommodation providers complete control over the rates, number of rooms, and inclusions you offer.

It is possible to enable Need It Now rates to feed through for Government bookings. Once enabled, the AOT Hotels system will automatically take a feed of your dynamic Need It Now rates and availability. This allows Government travellers access to last minute inventory and rates which is a highly effective method of increasing room night production for your property. Need It Now also provides the ability to allow instant confirmation to Government travellers once inside your allotment release back periods.

The Government Cancellation Policy applies to Government bookings made on Need It Now rates, regardless of the public policies attached to the room offer.

I agree to allow Need It Now rates and availability to be fed through to AOT Hotels. As such I confirm acceptance of the same cancellation and payment policies for AOT's Whole of Australian Government Accommodation Program for bookings made via Need It Now.

Yes No

<< Prev Save Next >>

Step 12: SUBMIT CONTRACT

The next page is the Submit Contract page. Each section is listed here to allow you to check what has been entered. If there is a red cross next to a section there is data missing from your contract and you will not be able to submit your contract until completed. Click the link next to the red cross, the site will take you to this section to complete the missing data.

YOUR CONTRACT IS NOT YET SUBMITTED.

Once all sections are complete it is recommended to preview the contract by selecting the Preview Contract button.

Submit Contract

Property Details

- ✓ Valid Property E-mail Address
- ✓ Valid Mailing Address
- ✓ Valid Physical Address
- ✗ [Valid Government Contact](#)

Financial Information

- ✗ [Valid Account Information](#)

Seasons

- ✗ [Valid Dates](#)

Rooms

Nightly Rates

- ✗ [Valid Dates](#)

Child Policy

- ✓ Child Policy Specified

Ancillaries

- ✗ Internet has not been selected

By ticking this box I hereby agree that Hotel Sorrento will honour the rates and allotments submitted and abide by the AOT Hotels [Terms & Conditions](#). You also acknowledge that you are authorised to submit these rates and allotments and accept the [Terms & Conditions](#) on behalf of Hotel Sorrento.

Please provide the details of the person who has completed this contract:

First Name: Last Name:

Position: Company:

Submit Preview Contract

This screen may look different depending on the browser and what PDF viewing software you use. If the PDF is not shown here, please click the link to download the file.

Once you have finished reviewing the PDF please select the Go Back button at the bottom of the page to return to the Submit Contract page.

YOUR CONTRACT IS NOT YET SUBMITTED

Step 12: SUBMIT CONTRACT (CONTINUED)

Please accept the Terms and Conditions by reading the statement and ticking the box. The contract is unable to be submitted until this box is ticked.

Please enter name, Title & Position of the person submitting the contract.

Once all sections are complete, the T&Cs box is ticked, and the name/position/company has been entered, select the Submit button.

This will send the contract to AOT Hotels for review. You will also receive a copy of the contract in PDF format.

The site will confirm that you have successfully submitted your contract with this confirmation screen. Your contract is now submitted.

By ticking this box I hereby agree that H Hotel will honour the rates and allotments submitted and abide by the AOT Hotels [Terms & Conditions](#) . You also acknowledge that you are authorised to submit these rates and allotments and accept the [Terms & Conditions](#) on behalf of H Hotel.

Please provide the details of the person who has completed this contract:

First Name: Last Name:
Position: Company:

**aothotels.com.au**
- GOVERNMENT SERVICES DIVISION

Thank you for submitted your AOT Hotels Government Accommodation Contract for the 2015/16 Financial Year using the Online Contracting Portal. We will now review your Contract and if we have any questions we will contact you.

A PDF copy of the Submitted Contract has been sent to the nominated email address for your records. This contains detailed information which reflects what you have entered into the system.

Thank you for your ongoing support of AOT Hotels - Government Services.

Regards,
AOT Hotels Contracting Team

AOT Hotels Contracting Team Contact Details: gsrates@aot.com.au

Your contract will be reviewed by AOT Hotels. We will reply to you with any questions or suggestions we may have to make your rates and allotment more suited to the Government business or to make your offer more competitive so that you secure the highest sales for your property. Please complete the contract as soon as possible as contracts are loaded in the order they are received.

Thank you for your time in completing the online contract. If you have any further questions or feedback please email gsrcates@aot.com.au or call 03 9867 7233.

-- END --