

## ***ALLOCATION – instructions for the quest***

### **STEP 1- Website**

Guests will need to access this link:

Orchard – <https://ibe.smarthotel.nl/hotel/e37f40b2-8b14-4a68-82c8-c00513eb0271/rooms?promocode=NOTT240426&adults=1>

### **STEP 2- Choose dates and number of guests**

The code will automatically be filled in for the guests; they will just need to choose the dates of stay and how many guests in the room

**When**  
Jan 7 - Jan 8

**Guests**  
2 adults

XXXX

< January 2026 >

Mo	Tu	We	Th	Fr	Sa	Su
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

y →

om

### **STEP 3- Rooms available**

This will pull up the rooms available, just click the green button with the price on to add to basket. (If you wish to add multiple rooms, close out the pop-up before proceeding to checkout)



#### Standard Double/Twin Room

Our standard double/twin rooms are ideal for 1-2 guest and are ideal for those that want to share a room but not necessarily a bed!

**Facilities**

-  Airconditioning

**Rates - Standard Double/Twin Room**

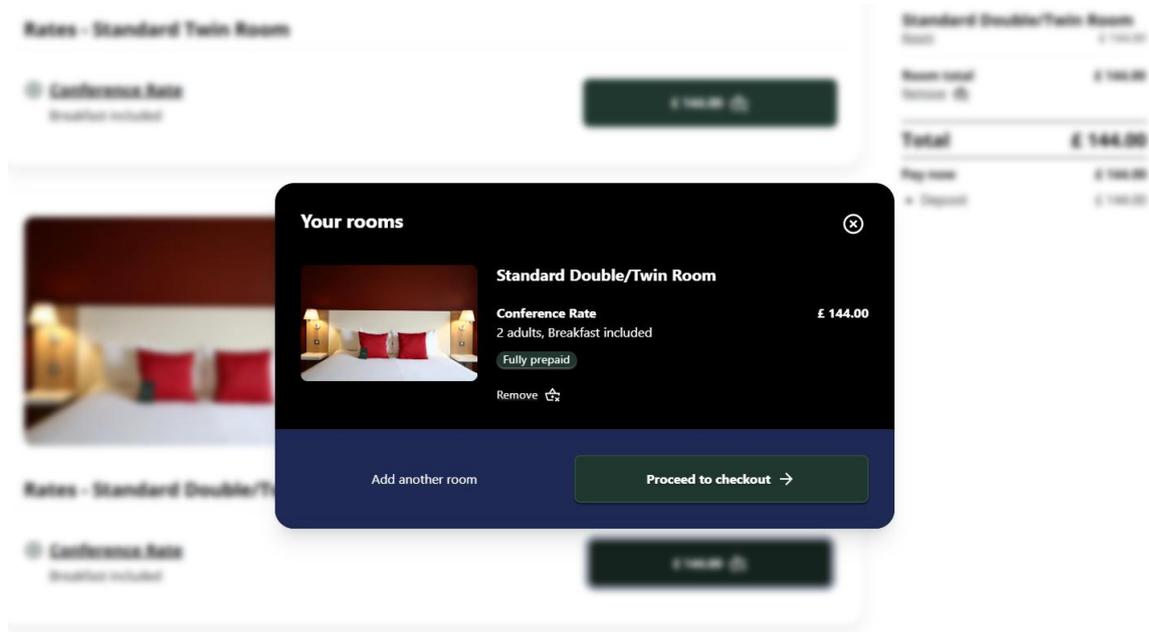
⊕

**Conference Rate**  
Breakfast included

£ 144.00
🛒

## STEP 4- Proceed to check out

When you've got the number of rooms needed, click "proceed to checkout"



Standard Double/Twin Room	
Room total	£ 144.00
<b>Total</b>	<b>£ 144.00</b>
Pay now	£ 144.00
+ Deposit	£ 144.00

## STEP 5- Proceed to payment

After this, fill in your personal details and then you can proceed to payment to confirm your reservation.

1 Choose your rooms ✓

2 Enrich your stay ✓

3 Finish your booking

### Enter your personal details

Your booking is almost completed, get ready to enjoy your stay

#### Your details

First name \*

Surname \*

Email \*   
We will send a confirmation of the booking to this email address.

Phone number \*

Address \*

Postal code \*

#### Your booking at Nottingham Venues The Orchard Hotel

Nights: 1  
Arrival: Thu, Apr 16, 2026  
Departure: Fri, Apr 17, 2026

Standard Double/Twin Room	
Room	£ 144.00
<b>Room total</b>	<b>£ 144.00</b>
<b>Total</b>	<b>£ 144.00</b>
<b>Pay now</b>	<b>£ 144.00</b>
• Deposit	£ 144.00

Total £ 144.00

Proceed to payment 