ALLOCATION – instructions for the guest

STEP 1- Website

Guests will need to access this link:

Orchard - https://ibe.smarthotel.nl/hotel/e37f40b2-8b14-4a68-82c8-c00513eb0271/rooms?promocode=**UONM160726**

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
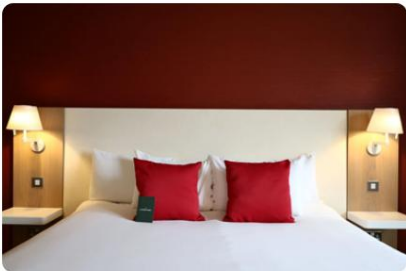

STEP 3- Rooms available

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)

STEP 4- Proceed to check out

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

Rates - Standard Twin Room

Conference Rate
Breakfast included

£ 144.00

Standard Double/Twin Room
Room   £ 144.00

Room total   £ 144.00

Total   £ 144.00

Pay now   £ 144.00
• Deposit   £ 144.00

Your rooms   ⊗

Standard Double/Twin Room

Conference Rate   **£ 144.00**
2 adults, Breakfast included

Fully prepaid

Remove

Add another room   **Proceed to checkout** →

Rates - Standard Double/T

Conference Rate
Breakfast included

£ 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 *

City *

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

Room total   £ 144.00

Total   **£ 144.00**

Pay now   £ 144.00
• Deposit   £ 144.00

Total **£ 144.00**   Proceed to payment ▭