



**IBIS PRAHA WENCESLAS SQUARE\*\*\*, Kateřinská 36, 120 00 Prague 2, Czech Republic,  
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## BOOKING FORM

**Company:** Wroclaw University of Technology  
**Event:** Conference EEEIC 2010  
**Reservation number:** 151021  
**Dates:** 16 – 19/05/2010  
**DEADLINE for confirmation:** 31/03/2010  
*After this date the reservation can be confirmed just "on request".*

### GUEST DETAILS:

First name: \_\_\_\_\_  
 Last name: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

### RESERVATION DETAILS:

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_  
 No. of nights: \_\_\_\_\_  smoking  non-smoking  
 Room type:  single, 80 EUR/room/night incl. breakfast and VAT  
 double, 80 EUR/room/night incl. breakfast and VAT  
 twin, 2 separate beds, 80 EUR/room/night incl. breakfast and VAT (limited number of rooms, to be confirmed upon availability)

*Check in time: 14.00*

*Check out time: 10.00*

### GUARANTEE, PAYMENT and CANCELLATION POLICY:

Credit card type: \_\_\_\_\_ Credit card expiration: \_\_\_\_\_  
 Credit card number: \_\_\_\_\_

***Guarantee by credit card is mandatory, otherwise the reservation will not be confirmed.***

*Upon check in at the hotel, we require a guarantee by credit card or cash for possible extra charges such as phone calls, restaurant, etc.*

**Payment:**  directly in the hotel upon arrival or departure  
 full prepayment before guests arrival by bank transfer  
 full authorization guests credit card /readable copy of CC necessary/

### Cancellation conditions:

Cancellation of the booking until 30 days before arrival – no charge  
 Cancellation 30 – 15 days before arrival – charge in amount of the 1<sup>st</sup> night  
 Cancellation 15 – the day of arrival – charge in full for the total turn over

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

