



NOVOTEL PRAHA WENCESLAS SQUARE**, Kateřinská 38, 120 00 Prague 2, Czech Republic,
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BOOKING FORM

Company: Wroclaw University of Technology
Event: Conference EEEIC 2010
Reservation number: 120377
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, 100 EUR/room/night incl. breakfast and VAT
 double, 100 EUR/room/night incl. breakfast and VAT
 twin, 2 separate beds, 100 EUR/room/night incl. breakfast and VAT

Check in time: 14.00

Check out time: 12.00

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, minibar 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 1st night
 Cancellation 15 – the day of arrival – charge in full for the total turn over

DATE: _____

SIGNATURE: _____

