park inn
HOTEL PRAGUE

ELAG 2018

Housing Form

Please fill this form and fax or mail to Meetings & Events Operation Department
no later than 04.04.2018

PERSONAL INFORMATION

First & Family Name

Company

Home Address

City *ZIP / Postal Code* *Country*

Passport No.: *Date of Birth:*

Daytime Phone – Country Code (City / Area Code) Number

Fax Number – Country Code (City / Area Code) Number

E-mail Address

....
ARRIVAL DATE **DEPARTURE DATE**

Conference contracted room block dates:
Pre- and post- stays are subject to Hotel availability.

ACCOMMODATION RATES:

Standard room single occupancy: **3 350 CZK** per room per night ☐
Standard room double occupancy: **3 350 CZK** per room per night
1 bed/2 persons ☐
2 separated beds/2 persons ☐

bathrobe & slippers.

Above rates include buffet breakfast, free high speed internet access and free access to fitness centre. 15% VAT is included.
Hotel check-in is as of 15:00 (3:00 pm) on arrival day. Check-out is to be completed by 12:00 (noon) on departure day.

List all persons (with arrival/departure date) you will be sharing a room with:

TAXI

For taxi reservation please use hotel website: http://park-inn.cz/taxi
Please note that room confirmation number is required to make a taxi reservation.

DEPOSITS AND PAYMENT INFORMATION

I guarantee my arrival and the payment of my account with the following credit card:

Credit Card: ☐American Express ☐ Diners Club
☐ Master Card ☐ VISA

Credit Card Number

Expiration Date

Name on the Card

Date *Cardholder Signature*

CONDITIONS:

Please be informed, that your reservation can only be proceeded if your credit card number is added at this page. All reservations for guests without credit card or with invalid credit card or incorrect credit card details will not be confirmed by the Hotel. Guaranteed reservations will be held until midnight of the arrival date.
Full deposit from your credit card will be taken after the room reservation.

Reservation can be cancelled without penalty until **04.04.2018**
In case of cancellation from **05.04.2018 until 04.05.2018**, the Hotel holds the right to charge 50% of the stay as cancellation fee.
In case of cancellation from **05.05.2018 until 19.05.2018**, the Hotel holds the right to charge 75% of the stay as cancellation fee.
In case of cancellation later than 19.05.2018 or no-show, the Hotel holds the right to chargefull length of the stay as cancellation fee.

Hotel cannot guarantee availability for reservations made later than **04.04.2018.**
All reservations made after the final release date **04.04.2018** are subject to the Hotel availability.
Availability and rates cannot be guaranteed in case the contracted room block is filled earlier than **04.04.2018**.

Once your reservation is processed, confirmation will be sent to you at the contact number or e-mail provided above.

TO BE FILLED BY THE HOTEL

With pleasure we confirm your reservation:

Confirmation number.:

_____

Signature / Stamp:

SUBMIT THIS FORM (one form per room)

To: Sales Department
By Fax: +420 225 995 111
Due to the security reason, please send the form back to us via fax.

THANK YOU!