

Hotel Reservation Form
 Form to be returned by FAX or E-MAIL to address below
 Before Jun 1st, 2017

Holiday Inn Belgrade

Spanskih boraca 74
 11070 Belgrade, Serbia
 Telephone: +381 11 3100 175, +381 11 3100 040 / Fax: +381 11 3100 100
 Mrs. Vesna Zivanovic / Mr. Petar Jankovic
 E-mail: reservations@hibelgrade.rs

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Please complete this form in **block letters**.

In order to take advantage of these specially negotiated rates reservations should be made before Jun 1st, 2017.

All reservations will be confirmed according to hotels availability.

Please make your booking as soon as possible to have your rooms confirmed.

For multiple bookings, please photocopy this form.

Period: 08.Jun – 10. Jun, 2017.

1. GENERAL INFORMATION

Full name: _____
 Company/organization: _____
 Billing address: _____
 City and postal code: _____ Country: _____
 E-mail: _____ Telephone and Fax: _____

2. HOTEL RESERVATION / Holiday Inn Belgrade

Arrival: _____ **Departure:** _____ **Number of nights:** _____
 Check-in: 15:00 hours Check-out: 12:00 hour's noon

*Please tick accordingly, which room type you would like to book (*please note that this is subject to availability)*

Room type: Single standard: **EUR 85/room/night**
 Double standard: **EUR 95/room/night**

***Preference:** Non-smoking room Smoking room

Room rates include buffet breakfast.

Rates include VAT but exclude city tax RSD 155 (app. EUR 1.25) per person/per day

Airport pick up service is available at EUR 15.00 per person per way. In order to arrange this service for you, please enter relevant flight details.

Arrival time: _____ **Arrival flight number:** _____
Departure time: _____ **Departure flight number:** _____

3. METHOD OF PAYMENT

Please select the payment method:

Bank transfer (in case you chose this option, please send us the company details in order to receive invoice pro forma)

Credit card:

Visa Euro Card/MasterCard American Express Diners Club

Card number: _____ Expiry date: _____

Name of cardholder: _____ Signature: _____

By this signature I authorize Holiday Inn Belgrade to charge my credit card for the above requested services.

4. CANCELLATION

Please note that once the reservation is made, 100% advance payment will be required.

Cancellation policy:

- Cancellations need to be sent in writing form to the contact information on the top of this form
- Release period for non guaranteed reservations is 72 hours prior to arrival. If your reservation is an option, please guarantee your reservation with a credit card or company letter of credit so that we may keep your reservation active.
- **Cancellation period is 6 days prior to guest arrival. No-show/late cancellation fee is one night room rate.**

In case of cancellation or no show I authorize Holiday Inn Belgrade to charge the penalty for amount to my credit card.

An extra supplement will apply for:

Late check-out until 18:00 – 50% discount on the daily rate.

Late check-out after 18:00 – Full rate will apply.

Hotel confirmation number: _____ Confirmed by: _____

Date: _____