

**CENTURY OLD TOWN, Na Poříčí 7, 110 00 Prague 1, Czech Republic,  
Tel.: 00420 266 000 388, Fax: 00420 266 000 248, E-mail: RESA-PRAHA-RE09@accor.com**

## **BOOKING FORM**

**Company:** Orgit s.r.o.  
**Event:** Orgit s.r.o.  
**Reservation number:** 107 289  
**Dates:** 08 – 12/03/2010  
**DEADLINE for confirmation:** 30/01/2010  
*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 – 1 person, 80 EUR/night incl. breakfast and VAT  
 double – 2 persons, 80 EUR/ night incl. breakfast and VAT  
 twin, 2 separate beds, 80 EUR/ night incl. breakfast and VAT

*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, minibar etc.*

**Payment:** directly in the hotel upon arrival or departure

### **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: \_\_\_\_\_

