

Hotel Reservation Form
49th International Congress on Heating, Refrigeration and Air Conditioning
Belgrade, 3rd – 8th of December 2018

Hotel Crowne Plaza Belgrade is looking forward to welcome you. Please use this form to make booking in Hotel Crowne Plaza Belgrade for the mentioned event held in period 5th – 9th of December 2017. Kindly note that a limited number of rooms have been preliminary blocked in above mentioned period at bellow provided rates.

All reservations will be accepted for reservation forms sent by the **02nd of November 2018**.

After the mentioned date , 02nd of November 2018 (cut off), all reservation requests received will be subjected to Hotel availability and rates.

To book a room kindly return this form completed to our reservation department.

Email: begcp.reservations@ihg.com / Tel: +381 11 2204 115

Last Name: _____ First Name: _____

Company: _____

Telephone number: _____ Fax number: _____

Email address: _____

Check-In (Date): _____ Check-Out (Date): _____

Arrival/Departure Time: _____

(Please note that official Hotel check-in time is 15:00h and check-out time is 12:00h). For guaranteed earlier arrival or late departure outside of the official Hotel times mentioned, charge is applicable and kindly advise the Hotel reservation department.

Room Type and Room Rates:

- Superior Room Single Use EUR 85*
- Superior Room Double Use EUR 105*

Above mentioned rates are per room/suite per night, including buffet breakfast, internet access, parking, VAT (10% on accommodation, 20% on other services) and use of Hotel fitness centre (swimming pool, sauna, gym and steam room).

Rates do not includes tourist tax (EUR 1, 30/RSD 155) per person, per night.

Proposed rates are confidential and applicable for the stay during the mentioned dates only.

*All mentioned rates are expressed in EUR currency but calculated and charged in local currency RSD at middle exchange rate of National bank of Serbia on the day of payment.

We are pleased to note down the following special requests in your reservation. However please note that room allocation will be done upon availability and that the following requests cannot be guaranteed:

- KingBed Twin beds (two separate)

Airport transfers can be arranged through Hotel and following options are available for the upcoming stay:

- Hotel car (EUR 25 per way per car – maximum 3 guests per car)
- Hotel minibus (EUR 55 per way per minibus – maximum 7 guests per minibus)

In order for the transfer to be arranged kindly advise flight details as mentioned below. For departure we highly recommend the departure time to be 2 hours prior the flight time.

Flight number		Flight time		Flight date	
Arrival	Departure	Arrival	Departure	Arrival	Departure

In case on non-arrival (no show) or cancellation thereafter (late cancellation), cancellation fees of 100% of the above mentioned room rate will be charged per night for the duration of stay scheduled. The general terms and conditions of the hotel apply. Reservation can be cancelled or modified without penalty until the **02nd of November 2018**.

Please fill in your credit card details to confirm and guarantee your booking (In case of no show or late cancellation this credit card will be charged as per cancellation policy and fees mentioned above):

Credit Card Type: _____

Card Holder: _____ valid until: _____

Card Number: _____

Signature: _____

I, _____ (card holder's name) authorize "Crowne Plaza" hotel to apply the marked charge(s) mentioned below for the following costs to my credit card:

I hereby authorize the following charges to be applied:

- | | |
|---|--|
| <input type="checkbox"/> Room & Tax Only | <input type="checkbox"/> All Banquet Charges |
| <input type="checkbox"/> Room, Breakfast & Tax | <input type="checkbox"/> Guest Amenity |
| <input type="checkbox"/> All charges | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Guest incidentals only | <input type="checkbox"/> Only Specific Incidentals |

Other:

Total amount to be pre-authorized in EUR: _____