



HOTEL PRAGUE

European Actuarial Academy

Housing Form

Please fill this form and fax or mail to Meetings & Events Operation Department
no later than **01.10.2015**

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: 110 EUR per room per night
- Standard room double occupancy: 110 EUR per room per night
- 1 bed/2 persons
- 2 separated beds/2 persons
- Executive room single occupancy: 140 EUR per room per night
- Executive room double occupancy: 140 EUR per room per night
- 1 bed/2 persons

Executive room benefits:

Large top floor room with balcony, Bottled water & fruit basket upon arrival, bathrobe & slippers.

The above rates include buffet breakfast and 15% VAT (applicable tax is subject to change).

Check-in time is from 3PM. Check-out time is by 12AM.

Hotel provide free wireless internet and coffee & tea making facilities in all rooms. All rooms are NON SMOKING.

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 not valid credit card details or incorrect credit card details will not be confirmed by the Hotel.

Full deposit from your credit card will be taken after the room reservation.

Reservation can be cancelled without penalty until **15.09.2015**.

In case of cancellation, from **16.09. until 23.09.2015**, the Hotel holds the right to charge the **25 % of the stay** as cancellation fee.

In case of cancellation, from **24.09. until 01.10.2015**, the Hotel holds the right to charge the **50 % of the stay** as cancellation fee.

In case of cancellation, from **02.10. until 08.10.2015**, the Hotel holds the right to charge the **75 % of the stay** as cancellation fee.

In case of cancellation **later than 08.10.2015 or no-show**, the Hotel holds the right to charge the individuals full length of the stay as reserved as cancellation fee.

Hotel cannot guarantee availability for reservations made later than **01.10.2015**. Reservations made after the **01.10.2015** can be only confirmed upon Hotel availability. Availability and rates cannot be guaranteed in case the contracted room block is filled earlier than **01.10.2015**.

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!