

# HOTEL BOOKING FORM - CONFERENCE CODE MNE 2009

*Please use one booking form per room*

Please return the completed form by 26 August 2009 to:

Express by Holiday Inn Gent - Akkerhage 2 - 9000 Gent  
Fax: +32 (0)9 220 12 22 - Email: reservations@hiexgent.be

*Reservations received after 26 August 2009 are subject to availability*

## GUEST DETAILS (please use block capitals)

Name: \_\_\_\_\_ First name: \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

VAT No. : \_\_\_\_\_

Tel: \_\_\_\_\_ Fax : \_\_\_\_\_

Email : \_\_\_\_\_

## ROOM RESERVATION

- Single room at 130 EUR per night  
 Double room at 130 EUR per night
- Smoking  
 Non-smoking

*The above rates include breakfast, all taxes and services.*

Arrival date : \_\_\_\_ / \_\_\_\_ / 2009 Time of arrival : \_\_\_\_\_

Departure date : \_\_\_\_ / \_\_\_\_ / 2009 Number of nights : \_\_\_\_\_

Special requirements : \_\_\_\_\_

## GUARANTEE / PAYMENT

In order to guarantee the booking, valid credit card details need to be provided. The credit card will only be debited in case of no-show or failure to cancel the reservation in accordance with the cancellation policy as stipulated below.

Credit card holder : \_\_\_\_\_

Credit card number : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry date : \_\_\_\_ / \_\_\_\_ CVC code : \_\_\_\_\_

Signature card holder: \_\_\_\_\_

*Following credit cards are accepted : American Express / Eurocard-Mastercard / Diners Club / Visa  
Bills must be settled before departure.*

## CANCELLATION POLICY

Reservations can be cancelled free of charge until 4 p.m. local time two days prior to scheduled arrival date. In case of cancellation after this date or in case of a no-show, the first night will be charged to the provided credit card. Cancellations are only accepted in writing (fax or email).

Date : \_\_\_\_\_ Signature : \_\_\_\_\_