

# HOTEL BOOKING FORM - CONFERENCE CODE MNE 2009

*Please use one booking form per room*

Please return the completed form by 14 August 2009 to:

**Holiday Inn Gent Expo - Maaltekouter 3 - 9051 St-Denijs-Westrem**  
**Fax: +32 (0)9 222 66 22 - Email: reserveringen@holiday-inn-gentexpo.com**

*Reservations received after 14 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 132,00 EUR per night  
 Double room at 153,00 EUR per night

*The above rates include breakfast, all taxes and services. All rooms are non-smoking rooms.*

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 48 hours prior to arrival. In case of cancellation within 48 hours prior to arrival 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 : \_\_\_\_\_