

# HOTEL BOOKING FORM - CONFERENCE CODE MNE 2009

*Please use one booking form per room*

Please return the completed form by 14 August 2009 to:

NH Gent - Koning Albertlaan 121 - 9000 Gent  
Fax: +32 (0)9 220 16 05 - Email: nhgent@nh-hotels.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 107,00 EUR per night       Smoking  
 Double room at 124,00 EUR per night       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 1 month before arrival. In case of cancellation between 30 & 21 days before arrival, 25% of the total reserved room nights will be charged. In case of cancellation between 21 & 14 days before arrival, 50% of the total reserved room nights will be charged. In case of cancellation between 13 & 7 days before arrival, 75% of the total reserved room nights will be charged. In case of cancellation less than 7 days before arrival or in case of no-show, 100% of the total reserved room nights will be charged. Cancellations are only accepted in writing (fax or email).

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

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