# Vostock Capital - Reservation form

**Metropol Palace Belgrade** is looking forward to welcoming you during the presentation of the new “Vostock Capital” in the period of **07.11. – 11.11.2021.** Please use this form to make booking in Metropol Palace Belgrade for mentioned occasion. Proposed rates are valid 3 days before and after above mentioned date of the event.

The cut-off date is **October 17, 2021.** All reservations received after **October 17, 2021** will be accepted as the subject to availability at the best available rate at that time. Number of rooms at these promotional rates is limited. To book your room, please return completed form to our sales department on e-mail: reservations@metropolpalace.com

After submitting the form, you may expect written confirmation from the Reservations Department.

# Room type (please tick):

ROOM TYPE RATE

|  |
| --- |
| **Superior room** – single occupancy / double occupancy EUR 80 / EUR 90  **Deluxe room** - single occupancy / double occupancy EUR 100 / EUR 110  **Junior suite or Executive suite** – single occupancy / double occupancy EUR 150 / EUR 160   * **Rates are** **per night, per room including buffet breakfast, VAT (10%), internet access (Wi-Fi and LAN),**   **access to Hotel Fitness and Spa center Limegrove (swimming pool, sauna, steam bath, jacuzzi, relax room, gym).**   * **Rates do not include city tax (EUR 1.36 / RSD 160 per person, per night).** * **Note that VAT and tourist tax are defined by local legislation and subject to change.** |

Special request: Smoking/Non Smoking:

(Please note that the Hotel will give its outmost to accommodate special requests but may not guarantee it. Special requests will be confirmed based on availability at the time of booking.)

# GUEST DETAILS

Guest name:                                Position/Title:

Company:                                     Address:

City:                      Post Code:                      Country:

Telephone:                           Fax:                           e-mail:

# Arrival & Departure

Arrival Date:                                Departure Date:

(Check-In Time from 14:00) (Check-Out Time until 12:00 noon)

# Transportation

Airport transfer service is available upon request and rate is 30 EUR per car, per way (by car). Should you need transfer services, please send your request latest 24 hours prior to arrival, together with flight details.

Arrival Flight Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Flight Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# PAYMENT

By cash or credit card, at the hotel: Kindly note that cash payments at the hotel may be done only in local currency (RSD)

Bank transfer: Kindly provide us with invoicing details. Full prepayment is required prior arrival date.

3rd party credit card: Kindly fill in bellow form and send it to hotel mail/fax.

# reservation guarantee

**No reservations will be confirmed, nor guaranteed unless credit card details are provided**.

Credit card details (credit card details will be used as reservation guarantee)

Credit card type/name:

Credit card number:

Expiration date:

Card holder name:

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

By signing this I guarantee the above booking to this credit card and accept the terms of cancellation below

# cancelation policy

Reservation may be cancelled without penalties 10 days before arrival date.

For every reservation cancelled in period between 10 and 5 days before arrival client will be charged of the 50% of the total amount of stay.

For every reservation cancelled after 5 days before arrival client will be charged for the total amount of stay.

In case of guest’s non arrival (i.e. no show) and early departures, the client will be charged for whole duration of stay.

# Credit Card Authorization Form (in case that the third party will cover ANY HOTEL services ON BEHALF OF the guest)

I,                 (card holder’s name) authorize “Metropol Palace” hotel to apply the marked charge(s) mentioned below for the following guest to my credit card:

I hereby authorize the following charges to be applied:

Room & tax only

All charges

Guest incidentals only

Other:

Total amount to be charged in Euros:

Credit Card details:

Credit Card Number:

Expiration Date:

Printed name on the card:

Billing details:

Company Name:

Address:

City, State, Zip:

Date:

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