**Accommodation Booking Form**

***“***FLAGSHIP CONFERENCE.” ***28 a 30 November 2018”***

**Please fill in this form and return it to the hotel until the 30th OCTOBER 2017 by mail:** **res.zurique@viphotels.com** **to Ms. Therezinha Figueiredo**

**Guest Information**:

Prefix (Prof/ Dr/ Mr/ Mrs/ Ms) Prof Last Name First Name

Country Tel Fax - Mobile Email

**Reservation Details\*:**

Arrival Date:\_\_\_\_/\_\_\_\_/\_\_\_\_ Departure Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Nº Nights:

Type of Room\*: **Single (1 person**) – X (yes)

 Double/Twin (2 people) **Prices:**

Room with breakfast:

€ 70,00 single/night or €75,00double/night

Special Requirements:

**Credit Card Details:**

|  |  |
| --- | --- |
| Name as it appears on the credit card: |  |
|  |
| Card type:  |  | **Visa** |  | MC |  | Amex |  | Diners/CB |  | Discover |  | JCB |
|  |
| Account type: Individual |  | **Individual (personal credit card)** |
| \_\_\_\_/\_\_\_\_/\_\_\_\_ |
|  |  | Corporate | Company Name: |  |
|  |
| Card number:  |  | Exp. Date: |  |
| **Cardholder’s Signature**: | Security nrº  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bankdetails:** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| BPI |  |  |  |  |  |  |  |  |  |  |  |  |
| Av. da República |  |  |  |  |  |  |  |  |  |  |  |
| PT-1050 Lisboa |  |  |  |  |  |  |  |  |  |  |  |
| NIB: 001 000 0024 2434 6000 110 |  |  |  |  |  |  |  |
| SWIFT CODE: BBPIPTPL |  |  |  |  |  |  |  |  |  |
| IBAN: PT5000 1000 00242 434 6000 110 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**\*Payment and cancellation policy:**

1. First night will be pre-paid and charged on the credit card given by the guest, and is not refundable in case of later cancellation or no-show.
2. In case of now-show, the Hotel will automatically cancel the remaining nights reserved, unless client informs the Hotel of his arrival
3. Remaining nights will be paid on spot, upon check in.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Signature