

*Reservation Form*

**Europa Royale Bucharest\*\*\*\* Hotel**

**13th European Conference of the Electoral Management Bodies**

**Group name:** 13th European Conference of the Electoral Management Bodies

**Guest name 1:** \_\_\_\_\_  
**Guest name 2:** \_\_\_\_\_

**Arrival Date:** \_\_\_\_\_

**Departure date:** \_\_\_\_\_

**FOR PARTICIPANTS:**

**Standard Room:**

**Single use:** 68 EURO / night

**Double use:**

78 EURO / night

☐ **Single use** (1 person / room) ☐ **Double use** (2 persons, 1 bed / room) ☐ **Twin use** (2 beds / room)

The rates are per room, per night and include: breakfast. Guest room rates exclude city tax of 1% of the total amount of the accommodation excluding VAT, for each day of the stay

**Please complete all areas below and attach to this Authorization Form, a copy of the credit card (both sides). Incomplete requests may be rejected. This form must be received until **14th of March 2016**, to ensure acceptance of the credit card to be charged.**

**All reservations must be guaranteed.** Accepted Credit Cards: American Express, Visa and MasterCard

**Credit Card:** \_\_\_\_\_ **Number:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_  
**Card holder's name:** \_\_\_\_\_ **CVC:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Payment:** The hotel will preauthorize from the credit card the total amount of entire stay. In case of failure to comply with this method of payment, reservation is considered not guaranteed and will be cancelled. Extra-services are going to be paid at the hotel.

**Preferences:**

**Special Request:** ☐ Smoking ☐ Non – Smoking ☐ Handicap Accessible  
**Additional Special Requests:**  
**Estimated Time of Arrival:**

**Option date:** Mentioned special rates are applicable only by completing and sending this reservation form to the hotel by email [sales.bucharest@europaroyale.com](mailto:sales.bucharest@europaroyale.com) or fax: +40 372 37 65 00 until **14th of March 2016**. Any requests received after this date will be confirmed upon hotel's availability at the best available rate of the day.

**Cancellation Policy:** If the cancellation of the guaranteed reservation it will be made until 24.08.2015 no charges will be required. In case of no-show or failed cancellation first night room rate and VAT will be charged.

**PLEASE COMPLETE AND SEND THIS RESERVATION FORM TO THE HOTEL BY EMAIL:**  
[sales.bucharest@europaroyale.com](mailto:sales.bucharest@europaroyale.com) OR FAX: +40 372 37 65 00 UNTIL **14.03.2016**

**Guest Contact details for confirmation:**

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RECONFIRMATION BY HOTEL**

**Confirmation Number:** \_\_\_\_\_

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

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

**Stamp:** \_\_\_\_\_

**THANK YOU FOR CHOOSING EUROPA ROYALE BUCHAREST HOTEL!**