

**HOTEL RESERVATION FORM**

<b>GROUP'S NAME</b>	5 <sup>th</sup> MoniQA Conference 2015
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<b>Client's Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>E.mail</b>	
<b>Arrival Date</b>	
<b>Departure Date</b>	

Type of room required for your stay at CROWNE PLAZA PORTO ? (Please tick)

<b>Deluxe Single Room</b>	105,00 €	
<b>Deluxe Double Room</b>	120,00 €	

Per night, breakfast included.

**PLEASE COMPLETE ALL FIELDS MENTIONED BELOW REGARDING CREDIT CARD DETAILS IN ORDER TO GUARANTEE YOUR RESERVATION..**

<b>Credit Card Number</b>	
<b>Expiry Date</b>	
<b>CVV number</b> <i>(last 3 digits at the back of the Card except AMEX which are the last 4 digits)</i>	
<b>Authorized signature</b>	

• **Cut-off date** for guaranteed reservation **16/07/2015**. After this date all reservations will be on request basis.

• **Cancellation Policy:**

Until **17/07/2015** will not apply.

Between **18/07/2015** and the arrival date the reservation will be charged to your credit card for the whole stay.

• In case of **No-Shows and Early Departures** your credit card will be charged with 90% of the agreed room rate for all room nights booked.

• **Reservation changes:** Any changes to the arrival/departure date should be advised in writing 72 hrs before initial arrival date. Otherwise the Hotel will debit your credit card according to the reservation period initially booked.

Please fax this form back to: + 351 22 600 32 14  
Or email to :

***Opocp.meetings@ihg.com***

**We look forward to a successful and rewarding conference. Thank you!**