

# Hotel Reservation Form, Code: ABIC2004

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip Country \_\_\_\_\_  
\_\_\_\_\_

Telephone Number (Including country code) \_\_\_\_\_

Fax Number \_\_\_\_\_ Email \_\_\_\_\_

Hotel Name: \_\_\_\_\_

Arrival Date (Check in time 3:00 p.m.) \_\_\_\_\_

Departure Date (Check out time is 12 noon) \_\_\_\_\_  
\_\_\_\_\_

Single/Double: \_\_\_\_\_

# of Rooms: \_\_\_\_\_

Number of Guests/room: \_\_\_\_\_

Smoking or Nonsmoking: \_\_\_\_\_

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

## Important Information

The accommodation contract comes into effect at the time of booking directly between yourself and your selected hotel. You pay the confirmed room rate directly at the hotel. All rights and obligations arising from the ensuing accommodation contract exist directly and exclusively between the booking party and his/her chosen hotel.

In order to avoid misunderstandings all amendments and cancellations should always be made with the hotel directly. You should ask for confirmation of the reservation to be sent to you via fax or email. Check with the hotel how long your reservation is held.

Normally the standard reservation is principally held by the hotel until 6:00 p.m. local time on the day of arrival. If you do not arrive by 6:00 p.m. local time, your reservation will be cancelled without charge by the hotel. A right to be accommodated no longer exists after this time. If arrival after 6 p.m. local time is likely, the hotel must be advised in advance of the probable time of arrival directly by the booking party/guest.

The guaranteed reservation will be held by the hotel during the whole night, regardless of the arrival time. For non-arrival or in the event of a late cancellation the guest will remain liable for payment!

**Please be informed that the deadline for guaranteed hotel accomodation is June 30<sup>th</sup>, 2004**

**Submission: Please submit this form directly to the hotel chosen.**