**ACCOMMODATION FORM**

**Group Reference: IE Annual Congress 2022**

**Booking code: IE2022**

**Event dates: 04-10-2022 to 09-10-2022**

Kindly complete this form and send via email to [dubrovnik@rixos.com](mailto:dubrovnik@rixos.com)

**Guest details:**

|  |  |
| --- | --- |
| **Full name** |  |
| **Address** |  |
| **Phone** |  |
| **E-mail** |  |

**Accommodation:**

The prices of hotel accommodation are per room per night including rich Rixos breakfast and VAT. Accommodation rates are valid two days before and after the event.

Obligatory city tax of 2.70 € per person daily is not included.

Check-in time is 15:00 (3pm). Check-out time is 11:00 (11am).

|  |  |  |  |
| --- | --- | --- | --- |
| **Room type** | **Rate** | **Arrival date** | **Departure date** |
| Standard room, single occupancy | 200 € |  |  |
| Standard room, double occupancy | 220 € |  |  |
| Superior sea view room, single occupancy | 200 € |  |  |
| Superior sea view room, double occupancy | 220 € |  |  |

If you are sharing a room with another guest (double occupancy), please choose the type of the room and mark following preference: KING BED or TWIN BEDS

Name and surname of the person you are sharing the room with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cancellation policy:**

Please note that credit card information is required to confirm the reservation.

Hotel management cannot accept any cancellation made in the period shorter than 21 days prior to the date of arrival.

For any later cancellation all nights will be charged.

In case of later arrival or earlier departure, the costs of the rooms will be charged for the foreseen time of the stay.

In case of NO SHOW the Hotel will charge the costs of the rooms for the entire foreseen period of stay.

Name change can be done free of charge up until one day before event as long it is the same arrival and departure day.

**Payment:**

Your credit card details are for guarantee of the reservation. Your credit card will be used only in case of cancellation, no-show or not settled payment at the front desk. Payment of the total amount should be done during check out.

**Credit card details:**

Due to the strict rules required by credit card companies, hotel must request the following information:

|  |  |
| --- | --- |
| **Name (as it appears on the card)** |  |
| **Address** |  |
| **City/State/ZIP code** |  |
| **Country** |  |

I hereby authorize Rixos Premium Dubrovnik to use my credit card as guarantee.

|  |  |
| --- | --- |
| **Card name (Amex, VISA, MasterCard, Diners)** |  |
| **Card number** |  |
| **Expiration date** |  |
| **Security code (CVV)** |  |

I am aware that Hotel Libertas d.o.o. processes certain personal data about me in order to fulfil my

reservation and to respond to my queries, same as provide and fulfil its legal obligations. All personal data is collected and processed by Hotel Libertas d.o.o., Liechtensteinov put 3, Dubrovnik in Croatia, which is registered at the Croatian Personal Data Protection Agency.

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

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