



**Hotel Reservation Form**  
Form to be returned by FAX or E-MAIL to address below  
Before September 5, 2016

**Holiday Inn Belgrade**

Spanskih boraca 74  
11070 Belgrade, Serbia  
Telephone: +381 11 3100 175, +381 11 3100 040 / Fax: +381 11 3100 100  
Mrs. Vesna Zivanovic / Mr. Petar Jankovic  
E-mail: [reservations@hibelgrade.rs](mailto:reservations@hibelgrade.rs)

**For the event**

SCTE Event 05 & 06 October 2016

Please complete this form in **block letters**. In order to take advantage of these specially negotiated rates **reservations should be made before September 5, 2016**

All reservations will be confirmed according to hotels availability.

Please make your booking as soon as possible to have your rooms confirmed.

For multiple bookings, please photocopy this form.

**Period:** 04.-07.10.2016.

**1. GENERAL INFORMATION**

Full name: \_\_\_\_\_

Company/organization: \_\_\_\_\_

Billing address: \_\_\_\_\_

City and postal code: \_\_\_\_\_

Country: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone and Fax: \_\_\_\_\_

**2. HOTEL RESERVATION / Holiday Inn Belgrade**

**Arrival:** \_\_\_\_\_ **Departure:** \_\_\_\_\_ **Number of nights:** \_\_\_\_\_

Check-in: 15:00 hours

Check-out: 12:00 hour's noon

*Please tick accordingly, which room type you would like to book (\*please note that this is subject to availability)*

**Room type:**

**Rate (single use):**

Single standard:

**EUR 90/room/night**

Double standard:

**EUR 115/room/night**

Twin standard:

**EUR 115/room/night**

***Beneficial room rate is applicable for minimum 2 night's length of stay.***

**\*Preference:**  Non-smoking room

Smoking room

Room rates include buffet breakfast.

Rates include VAT but exclude city tax RSD 151 (app. EUR 1.25) per person/per day

Airport pick up service is available at EUR 15.00 per person per way. In order to arrange this service for you, please enter relevant flight details.

**Arrival time:** \_\_\_\_\_

**Arrival flight number:** \_\_\_\_\_

**Departure time:** \_\_\_\_\_

**Departure flight number:** \_\_\_\_\_

### 3. METHOD OF PAYMENT

Please select the payment method:

Bank transfer (in case you chose this option, please send us the company details in order to receive invoice pro forma)

Credit card:

Visa     Euro Card/MasterCard     American Express     Diners Club

Card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Name of cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

***By this signature I authorize Holiday Inn Belgrade to charge my credit card for the above requested services.***

### 4. CANCELLATION

Please note that once the reservation is made, 100% advance payment will be required.

#### Cancellation policy:

- Cancellations need to be sent in writing form to the contact information on the top of this form
- Release period for non guaranteed reservations is 7 days prior to arrival. If your reservation is an option, please guarantee your reservation with a credit card or company letter of credit so that we may keep your reservation active.
- **Cancellation period is 5 days prior to guest arrival. No-show/late cancellation fee is one night room rate.**

***In case of cancellation or no show I authorize Holiday Inn Belgrade to charge the penalty for amount to my credit card.***

An extra supplement will apply for:

Late check-out until 18:00 – 50% discount on the daily rate.

Late check-out after 18:00 – Full rate will apply.

Hotel confirmation number: \_\_\_\_\_ Confirmed by: \_\_\_\_\_

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