BIC Master Class Course #1

Accommodation 2nd & 3rd December 2009

Brussels (Belgium)

HOTEL BOOKING FORM

PLEASE COMPLETE IN CAPITAL LETTERS AND RETURN AS SOON AS POSSIBLE TO:

RESOTEL - 6, avenue E. van Nieuwenhuyse - 1160 Brussels - Belgium
Tel: +32.2/777.01.58 - Fax: +32.2/779.39.00 - **E-mail :** laure@resotel.be

Completed by Mr/Mrs : _____

Organisation : _____

Address : _____

Town : _____

Post code : _____ Country : _____

Telephone : _____ Fax : _____

E-Mail : _____

Mr-Ms-Mrs	Surname	First Name	Date of Arrival	Date of Departure	Nbr of Nights	Single	Double	Arrival Time

Do you prefer a ☐ smoking room or a ☐ non-smoking room?

We confirm the reservation at the special prices offered in the following hotels :
(Please mark your choice with 1 or 2)

Choice	HOTEL	SINGLE	DOUBLE	LOCATION
	HOTEL ALMA ***	122,- €	142,- €	Historic Area
	NH GRAND PLACE ARENBERG ****	140,- €	155,- €	Historic Area

The above quoted prices are in Euro, per room, per night, including breakfast, taxes and services
The hotel categories are the official classification.

REMARKS :

1. All cancellation of reservation must be done in writing to RESOTEL, at latest 96 hours (local time) before the day of arrival. If you do not cancel your reservation following this procedure, the hotel will be entitled to charge you for the entire stay booked.
2. In case of no-show, the entire stay booked will be charged and your room will be kept for you until noon the day following your expected arrival date. Afterwards, the room will be offered as freely available.
3. In case of early departure, the remaining night(s) will still be charged.
4. Payments for all room bookings are to be settled with the hotels directly upon departure.
5. A valid credit card number must be given when making your booking request in order to guarantee and secure your reservation. **Rooms which are not guaranteed with a credit card will be automatically release by the hotel at 4PM same day.**

   Type : _____ N° : _____ Validity Date : __ / __ CVV : ____ / ___
6. **Your are advised to reserve your room before Friday, November 6th (2009). After that date, hotel reservations will be subject to the availability of the hotel.**
7. The hotel confirmation will be sent by email within 3 days, with the name and address of the hotel, arrival/departure dates, type of room and cost per night. Each guest is responsible for checking his confirmation (dates of arrival/Departure, number of nights …) and advising RESOTEL for any corrections or changes.
8. If you have not received the final hotel confirmation email within 3 days, please contact RESOTEL at laure@resotel.be or at +32 2 777 01 58.

Date: I do agree with the above general conditions _____ Signature

Prepared by Resotel Hotel reservations