

HOTEL RESERVATION FORM

GROUP'S NAME	Skin Challenges 2019
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Client's Name	
Address	
Telephone	
Fax	
E.mail	
Arrival Date	
Departure Date	

Type of room required for your stay at the Crowne Plaza Porto ? *(Please tick)*

Deluxe Single Room		125.00€
Deluxe Double Room		140.00€

Rates per night with Full American Breakfast Buffet, welcome Port wine during check-in, one bottle of mineral water, tea & coffee facilities, free wifi connection (standard band with up to 3 Mb), free access to Fitness Room between 06 am and 9 pm

City tax is not included. Please consider 2.00€ per person per night (max 7 nights)

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

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

• **Cut-off date** for guaranteed reservation **01/12/2018**. After this date all reservations will be on request basis.

• **Cancellation Policy:**

Until 01/12/2018 will not apply.

Between **02/12/2018** and **01/02/2019** the reservation will be charged to your credit card for the first night.

Between 02/02/2019 and the arrival date the full reservation will be charged on your credit card.

• **All No-Shows and Early Departures** will be charged to your credit card for all room nights.

• **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!