



HOTEL RESERVATION FORM

# King's Group-COBIS Professional Development Weekend 5<sup>th</sup> and 6<sup>th</sup> of November

Please, e-mail the completed form to Hotel Via Castellana  
Att: Reservation Department // [reservas@hotelviacastellana.com](mailto:reservas@hotelviacastellana.com)  
Phone number: + 34 91 567 43 00

Full Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Passport Details: Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Place of Issue: \_\_\_\_\_

I would like to book a single use room:

Rate: 80€ per room per night, including breakfast

I would like to book a double use room:

Rate: 90 € per room per night, including breakfast

Room rate is subject to 10% VAT.

Arrival date: \_\_\_\_\_ Arrival time: \_\_\_\_\_

Departure date: \_\_\_\_\_ Departure time: \_\_\_\_\_

## PAYMENT CONDITIONS

Type of Credit card: \_\_\_\_\_ (Visa, Amex, Diners, Mastercard)

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

Cardholder's name: \_\_\_\_\_

### Note:

All reservations are guaranteed by credit card only.

**PLEASE KINDLY ATTACH A PHOTOCOPY OF BOTH SIDES OF YOUR CREDIT CARD.**

» The Hotel does not assume any responsibility for any damage or loss of any goods or belongings brought in to the hotel that are not stored in the room's safe deposit box or at the hotel's left-luggage area. On request from the customer, the Hotel may also assist in contracting security services. Such services will be charged to the customer.



Cancellation policy:

- Any cancellation should be made in writing.
- Between 29 days and 72 hours prior to arrival date: rooms can be cancelled with no charge.
- Reservations cancelled between 72 hours and the arrival date: subject to a penalty of 100% of the booked stay (including breakfast).
- In case of no-show, the whole stay (including breakfast) will be charged to the above-mentioned credit card.

**Guaranteed by:**

Name:

Cardholder signature:

Date: