



METROPOL PALACE  
A LUXURY COLLECTION HOTEL

Belgrade

MERIDIEN

COFT

THE LUXURY COLLECTION

WESTIN

FOUR POINTS

starwood  
Hotels and  
Resorts

## EU-SERBIA 2018

**Metropol Palace Belgrade** is looking forward to welcoming you. Please use this form to make booking in Metropol Palace Belgrade for mentioned period during conference EU-Serbia 2018. Below mentioned special rates are available in period January 30 – February 01, 2018. Proposed rates are available three days before and after the mentioned period. All reservations received are subjected to Hotel availability at bellow provided room types and rates.

To book your room, please return completed form

to our reservation department on e-mail: [reservations@metropolpalace.com](mailto:reservations@metropolpalace.com)/[corporatesales@metropolpalace.com](mailto:corporatesales@metropolpalace.com)

### ROOM TYPE (PLEASE TICK):

ROOM TYPE	RATE* (Single/double occupancy)			
<input type="checkbox"/> Classic room	EUR	100/120	<input type="checkbox"/> Junior suite	EUR 150/170
<input type="checkbox"/> Superior room	EUR	110/130	<input type="checkbox"/> Executive suite	EUR 170/190
<input type="checkbox"/> Deluxe room	EUR	135/155		

- Rates are per night, per room including breakfast, internet access (WiFi and LAN), VAT (currently 10%) and access to Hotel Fitness center (swimming pool, sauna, steam room, relax room, gym, Jacuzzi and cold room).
- Rates do not include city tax (EUR 1, 30/RSD 155 per person, per night).
- Note that VAT and tourist tax are defined by local legislation and subject to change.

\*All mentioned rates in this contract are expressed in EUR currency but calculated and charged in local currency RSD at selling exchange rate of National Bank of Serbia on the day of payment of the pro-invoice/invoice. For payments outside of Serbia, all taxes for the transfer of the funds are covered by Client.

Special request: Smoking  Non Smoking

(Please note that the Hotel will give its utmost to accommodate special requests but may not guarantee it.)

### GUEST DETAILS

Guest name: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ Post Code: \_\_\_\_\_ Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

### ARRIVAL & DEPARTURE

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
(Check-In Time from 14:00) (Check-Out Time until 12:00 noon)

### RESERVATION GUARANTEE AND PAYMENT

**No reservations will be confirmed, nor guaranteed unless credit card details are provided.**

- Credit card type/name: \_\_\_\_\_
- Credit card number: \_\_\_\_\_
- Expiration date: \_\_\_\_\_
- Card holder name: \_\_\_\_\_
- Signature of card holder: \_\_\_\_\_

By signing this I guarantee the above booking to this credit card and accept the terms of cancellation below

381 11 3333 100 telephone

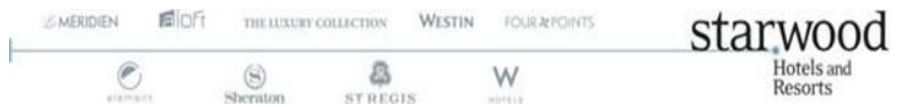
381 11 3333 300 facsimile

BULEVAR KRALJA ALEKSANDRA 69

BELGRADE 11000, SERBIA

[luxurycollection.com/metropolpalace](http://luxurycollection.com/metropolpalace)

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## PAYMENT

- By cash or credit card, at the hotel:** Kindly note that cash payments at the hotel may be done only in local currency (RSD)
- Bank transfer:** Kindly provide us with invoicing details. Full prepayment is required prior arrival date.
- 3<sup>rd</sup> party credit card:** Kindly fill in bellow form and send it to hotel mail/fax.

## CANCELATION POLICY

- Reservation may be cancelled without penalties latest 24 hours prior the arrival.
- For every reservation cancelled less than 24 hours prior to the arrival, Client will be charged for the total amount of the first night.
- In case of guest's non arrival (i.e. no show), the Client will be charged for the total amount of entire guaranteed stay.

## CREDIT CARD AUTHORIZATION FORM

I, \_\_\_\_\_ (card holder's name) authorize "Metropol Palace" hotel to apply the marked charge(s) mentioned below for the following guest to my credit card:

- Room & tax only
- All charges
- Guest incidentals only
- Other:

Total amount to be charged in Euros:

Credit Card details:

Credit Card Number:

Expiration Date:

Printed name on the card:

Company Name:

Address:

City, State, Zip:

Date:

Signature of the card holder: \_\_\_\_\_

381 11 3333 100 *telephone*

381 11 3333 300 *facsimile*

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