



**Hotel Reservation Form for
ELSEVIER CONGRES CELL – VIB SYMPOSIA HALLM
10TH till the 14TH of December 2016**

**Please send your Hotel Registration Form before the 10th of November to
the direct fax number of the Reservations Department +32 9 223 78 21.
Or direct mail: c.meulemeester@nh-hotels.com
Reservations received after 10th of November are subject to availability.**

➤ PERSONAL DETAILS (please use block capitals):

Title : Miss. / Mrs. / Mr. _____
 Company Name -----: _____
 Name : _____
 Address : _____
 Postal Code : _____ City: _____
 Country : _____
 Tel : _____
 Fax : _____
 Email : _____

➤ ACCOMMODATION DETAILS:

Arrival Date : _____ Arrival time : _____
 Departure Date : _____ Departure Time : _____

Occupancy:

Standard room:
10th of December: € 130 per single room per night, breakfast buffet included
11th and the 12th of December: € 115 per single room per night, breakfast buffet included
13th of December: € 130 per single room per night, breakfast buffet included

City tax supplement: € 3.00 per person per night.
 Supplement for a double room: € 15.00 per night

➤ GUARANTEE

In order to guarantee the booking, valid credit card details need to be provided. The credit card will only be debited in case of no-show or failure to cancel the reservation in accordance with the cancellation policy as stipulated below

Credit Card Type : _____
 Credit Card Number : _____
 Expiration Date : _____
 Signature Card Holder : _____

➤ CANCELLATION POLICY

Cancellation should take place in writing. Verbal cancellations are not legally binding.

Cancellations can be done free of charge till 5 days prior to arrival.

In the event of a no-show or late cancellation, the costs will be charged to the credit card of the guest.

DATE: _____

SIGNATURE: _____