



Hotel Accommodation Sheet

Hotel address : Rue de la Vierge Noire 32
1000 Brussels (Belgium)

TO BE RETURNED TO THE HOTEL BY AUGUST 14TH, 2018

ESPES 2018
September 25 to 28, 2018

Novotel Brussels City Centre
Attn.: Group Reservations Department –
Aurélie Van Asbroeck
Tel.: +32 2 505 50 20
Fax: +32 2 505 50 00
E-mail: H2122-RE@accor.com

Hello, (please fill in today’s date),, I would like to make a reservation for :

Single room (1adt)(185 € on 25 & 26/09, 159 € on 27/09)
 Double room (2adt)(205 € on 25 & 26/09, 179 € on 27/09)
Rooms are pre-booked for the night(s) of 25, 26 & 27/09 only
Room rate is valid per night and includes buffet breakfast, service and VAT but NOT city tax (4.24€/room/night)

Arrival Day/...../.....	Time.....	Departure/...../.....
Last name.....		Company.....
First name.....		Telephone number
Street/N°.....		Fax Number.....
City/Postal Code.....		Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Amex
Country.....		<input type="checkbox"/> Eurocard/Mastercard <input type="checkbox"/> Diners
E-Mail.....		Credit Card Number.....
Signature		Expiry Date.....

IMPORTANT NOTES

- 1. Booking deadline for the special conference rates: **14/08/2018**. After this date the hotel no longer guarantees the availability of rooms at the contracted conference rate. Your reservation must be guaranteed with a credit card number and expiry date.
- 2. All hotel expenses should be made directly to the hotel upon check-out.
- 3. The official check-in time is **14 hours**; the official check-out time is **12 hours**.
- 4. Cancellations must be made in writing at least 24 hours before the scheduled arrival date. If not received, the hotel is entitled to charge 1 (one) night’s accommodation fee.
- 5. The special rate is only valid when reservation is made by use of this form.

Hotel use: your booking confirmation: Date: Stamp:

