**EuroEAP 2022 Conference**

**Conference Hotel Reservation Form**

**to be filled in, signed and returned to ‘Grand Hotel Excelsior’**

**by e-mail to** info@grandhotelexcelsior.it

**Deadline: 31 March 2022**

**IMPORTANT REMARK: when all the bed rooms available at Grand Hotel Excelsior for the EuroEAP 2022 conference will be sold out, outstanding guests will be lodged (at the same rates) in a 4 stars hotel located at walking distance from the conference site. The reservation will be managed by Grand Hotel Excelsior.**

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identity document type: □ PASSPORT □ ID card

Identity document number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identity document issue date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Number of rooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ROOM SELECTION:**

☐ Double room to be used as a single room (for 1 person)

at Grand Hotel Excelsior or in a 4 stars hotel at walking distance from the conference site

65.00 €/night

☐ Double room for 2 persons

at Grand Hotel Excelsior or in a 4 stars hotel at walking distance from the conference site

80.00 €/night (40.00 €/night per person)

☐ Double room for 2 persons + one extra bed for a 3rd person

at Grand Hotel Excelsior or in a 4 stars hotel at walking distance from the conference site

112.00 €/night

The rates include government taxes and breakfast.

The rates do not include the City Tax of € 1.00 per person per night, to be paid upon check in/out.

**TERMS AND CONDITIONS OF PAYMENT:**

1. 30% deposit, to be paid upon booking (not refundable for cancellations after 31 March 2022 or no shows)
2. Balance to be paid on arrival
3. City Tax of € 1.00 per person per night, to be paid at check in.

**CANCELLATION POLICY:**

For booking cancellations after 31 March 2022 or no shows, the 30% deposit will not be refunded.

**TOTAL COST OF YOUR STAY:** € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

30% deposit: € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance to be paid on arrival: € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**METHODS OF PAYMENT:**

1. Bank wire transfer (with bank expenses at your cost)
* Bank account owner: Compagnia Alberghiera Excelsior Srl
* Bank name: Monte dei Paschi di Siena
* International bank account number (IBAN): IT73X0103071831000000388304
* Bank BIC-SWIFT code: PASCITMMCTE
* Reason for payment (MANDATORY): deposit for lodging at Grand Hotel Excelsior, *Your first and last name*, EuroEAP conference.
1. Credit card

Please fill in the following fields:

 I, the undersigned, (*your first and last name* )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am resident in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

and authorize the Hotel to charge the 30% deposit specified above on the following credit card of mine:

Card owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of card (e.g. VISA, MASTERCARD, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card expiry date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INVOICE:**

Since 1 January 2019, invoices can be issued only in electronic form. If you need an invoice, you are kindly requested to let us know in advance, before your stay, providing the following billing information with this reservation form:

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residence address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode / ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State (USA only):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VAT number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Italian fiscal code (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IMPORTANT REMARK: requests for invoices after the departure or at the end of your stay could not be accepted.

Please send by e-mail (info@grandhotelexcelsior.it) or by fax (+39 057863214) this form filled in and signed, together with the **receipt of payment** (in case of bank transfer) of the deposit required for your stay, **or** the filled in **information about the credit card** to be charged.

In case of no payments within 5 days from the receipt of this form, the reservation will be cancelled.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRIVACY - CONSENSUS TO PERSONAL DATA PROCESSING**

Pursuant to art. 13 of the Privacy Code, we inform you that your personal data will be processed for the sole purpose of implementing this booking.

We hereby request for your authorization to send, by e-mail or post, information on special offers, packages and newsletters.

☐ I authorise. Please use the following e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ I do not authorise.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_