

HOTEL RESERVATION FORM

GROUP'S NAME	IPFA / PEI WORKSHOP - 13 & 14 MAY 2020 - PORTO
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Client's Name	
Address	
Telephone / Fax	
E.mail	
Arrival Date	
Departure Date	

Type of room required for your stay at the Crowne Plaza Porto ? *(Please tick)*

Deluxe Single Room	165,00 €	
Deluxe Double Room	180,00 €	

- Per night, breakfast in the Restaurant, tax and service included.
- City Tax : 2,00 € per person / per night
- Internet Wi-Fi and access to the Gym – included in room rate.

PLEASE COMPLETE ALL FIELDS MENTIONED BELOW REGARDING CREDIT CARD DETAILS IN ORDER TO GUARANTEE YOUR RESERVATION.

Credit Card Number	
Expiry Date	
CVV number <i>(last 3 digits at the back of the Card except AMEX which are the last 4 digits)</i>	
Authorized signature	

- **Cut-off date** for guaranteed reservation: **31st March 2020.**
After this date all reservations will be on request basis.

• **Cancellation Policy:**

Until 31.03.2020 will not apply.

Between 01.04.2020 and 30.04.2020 – 1 night will be charged to your credit card.

Between 01.05.2020 and the arrival date the reservation will be charged to your credit card for the whole stay.

- **All No-Shows and Early Departures** will be charged to your credit card for all room nights.
- **Reservation changes:** Any changes to the arrival/departure date should be advised in writing 72 hrs before initial arrival date. Otherwise the Hotel will debit your credit card according to the reservation period initially booked.

Please fax this form back to: + 351 22 600 32 14

Or email to :

Opocp.meetings@ihg.com

We look forward to a successful and rewarding conference. Thank you!