



Novotel Praha Wenceslas Square ****
Kateřinská 38
120 00 Prague 2

Ms. Nada Moravcikova
Tel.: +420 266 000 466
Fax: +420 266 000 247
E-mail: resa-praha-re07@accor.com

BOOKING FORM FOR IETF MARCH 2007

DEADLINE FOR SENDING RESERVATION IS 17.2.2007, after this date the reservation can be confirmed just “on request”.

First Name:	
Last Name:	
Telephone:	
Facsimile:	
E-Mail:	
Arrival:	
Departure:	
Credit Card Type & No.:	
Name on Credit Card:	
Expiration Date:	
Authorized Signature:	

I would like to make the following reservation in the hotel:

- Please tick: **1 single room**, 130 EUR / room night including breakfast, excl. VAT 5%
- Please tick: **1 double room**, 130 EUR /room night including breakfast, excl. VAT 5%
- Please tick: **1 twin room**, 130 EUR /room night including breakfast, excl. VAT 5%
- Please tick: Please book me a **non-smoking room**.

Early departure:

If during the event a guest who has reserved a room within the stated block checks-out prior the guest's reserved check-out date, the hotel will add an "early departure fee" of 50 % of the contracted room rate to that guests individual account. Guest's wishing to avoid an early departure fee should advise the hotel 48 hours before the arrival day. The hotel will inform members of your group of this potential charge upon check-in and request that you also inform your attendees of this obligation.

Cancellation policy:

Until 1 month prior arrival cancellation is free of charge. From 1 months to 15 days prior arrival: cancelled reservation will be charged full for the **first night**. From 15 days to 3 days prior arrival: cancelled reservation will be charged full for the two **nights**. Less than 3 days prior arrival: **cancellation will be charged in full for the total turn over**.

CHECK IN: upon check in the hotel, we require guarantee by credit card for the possible extra charges as phone calls, restaurant consumption etc.

Check in time at 2 p.m. / check out 12 a.m.

