

## Hotel Reservation Form

Please fill in the form and send to Mrs. Özlem KOÇ ŞAHİNER [konak@hotelkonak.com](mailto:konak@hotelkonak.com) or Fax: +90 212 232 42 52

### HOTEL RATES,

HOTEL	ROOM TYPE	PRICE IN EUROS PER ROOM
HOTEL KONAK	<input type="checkbox"/> Single Room	150-€
	<input type="checkbox"/> Double Room	170-€

Above rates include buffet breakfast and VAT.

### BOOKING CONDITIONS,

- Reservations are accepted to the hotel availability the day you book.
- The hotel requires your credit card details in order to guarantee your booking. Participants will pay on their check in time directly to the hotel.
- Check in time from 14:00, check out time:12:00
- Free Services: 0,5cl water, fruit basket, tea & coffee set-up in the room, wireless internet services, safe box (laptop size)

### PAYMENT DETAILS,

Name & Surname of Guest :  
Check-in date :  
Check-out date :  
E mail & Phone Number :

Please charge the amount of..... from my credit card as mentioned below.

### Credit Card Details:

Name on card : \_\_\_\_\_

Credit Card number :

Type of the card :  VISA  MASTERCARD

Security number :    (The last three numbers on the back side of the credit card)

Expiry date :   /

I herewith authorize **Hotel Konak** to charge the above mentioned amount from my credit card.

Date:

Signature:

\_\_\_\_\_

\_\_\_\_\_

**Please send the credit card photo copy (back and front side) and card holder's passport copy along with this form.**

### CANCELLATION POLICY,

- Cancellations must be sent in writing to Mrs. Özlem KOÇ ŞAHİNER, [konak@hotelkonak.com](mailto:konak@hotelkonak.com) or fax +90 212 232 42 52
- Cancellations can be made until 14<sup>th</sup> of March 2014 without any penalty.
- Any cancellation between 15<sup>th</sup> and 21<sup>th</sup> March 2014, 1 night room rate will be charged.
- Any cancellation after 22<sup>th</sup> of March, 2 nights room rate will be charged.
- In case of no show or early departure, the full stay will be charged.