

Reservation Form

**Hyatt Regency Belgrade** looks forward to having you as a guest during the

### “Capital summit 2015” from 22nd to 24th April, 2015

This reservation form should be used to secure a room. Should you require a room outside the dates, hotel's Reservations Department will advise you of availability and rates and all reservations will be accepted subject to availability at the best rate available at that time. We kindly request you make the reservation by no later than the 15th of April, 2015. **All reservations after 15th of April, 2015 are subject to availability**.

**Room requirements (please tick) Number of rooms required**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Standard Room (King/Twin) – **Single Use** **135 EUR** |  |  |  |  |
|  |  |  |  |
|  | Standard Room (King/Twin) – **Double Use** **150 EUR** |  |  |  |  |

Particular Requirements: Non-Smoking

**Rates are per night and include full American breakfast and standard speed internet. Rates are subject to VAT (10%) and tourist tax (EUR 1.2 p.p.).**

Arrival date:       Departure date:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | | | Position/Title: | | | | Click here to enter text. | | | | | | | | | |
|  |  |  | | | |  | | | |  | | | | | |  | | | | |
| Company: | Click here to enter text. | | | | | | |  | | |  | | | | | |  | | | | |
|  |  |  | | | |  | | | |  | | | | | |  | | | | |
| Address: | Click here to enter text. | | | | | | | | | | | | | | | | | | | |
|  |  |  | | | |  | | | |  | | | | | |  | | | | |
| City: | Click here to enter text. | | Post Code: | | Click here to enter text. | | | | Country: | | | | |  | | | | | | |
|  |  |  | | | |  | | | |  | | | | | |  | | | | |
| Phone: | Click here to enter text. | | | Fax: | | | Click here to enter text. | | | | | | | |  | | | |  |
|  |  |  | | | |  | | | |  | | | | | |  | | | | |
| e-mail: | Click here to enter text. | | | | | | |  | | | | |  | | | | |

**No reservations will be confirmed nor guaranteed unless credit card details are supplied**. PCI (Payment Card Industry) standards are in place, please when sending reservation form provide reservation guarantee (credit card details) by contacting Reservation department by phone or by Authorization Form provided.

**In the event that confirmed reservation fail to check-in (No show), penalty of full length stay will be charged on provided reservation guarantee.**

**Cancellation of the reservation can be done 24h (3 PM) prior arrival without penalty fee.**

*Please send this form to the attention of: For Hotel Use:*

|  |  |  |
| --- | --- | --- |
| E-mail: **reserve.hrbelgrade@hyatt.com** |  | Confirmation number: **G-NLD0**  Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please note that any changes made to your reservation have to be notified in writing to the hotel at the following address** [**reserve.hrbelgrade@hyatt.com**](mailto:reserve.hrbelgrade@hyatt.com)

**CREDIT CARD AUTHORIZATION FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hotel:** **Serbia – Hyatt Regency Belgrade**  *\*Hyatt Place and Hyatt Summerfield Suites do not accept this form*   |  |  | | --- | --- | | **Credit Card Number:** | Click here to enter text. | | **Name on Card:** | Click here to enter text. | | **Expiration Date:** | Click here to enter text. | | | | | | |
| **Credit Card Billing Address:** | | Click here to enter text. | | | |
| **City / State / Zip / Country:** | | Click here to enter text. | | | |
| **Contact Phone Number:** | | Click here to enter text. | | | |
| **Signature on Card Holder:** |  | | **Current Date:** |  |

**I hereby authorize the following charges to be applied to the following credit card.**

**Check all that apply:**

|  |  |  |
| --- | --- | --- |
| Room & Tax | Only Specific Incidentals | Gift Certificates |
| Food & Beverage | All Banquet Charges | Guest Amenity |
| All Incidentals | Resort Services Fee | Parking |
|  | Other - see comments |  |

**I hereby authorize the following amount be applied to the**

**Credit card (applicable sales tax and service charges may apply):** Click here to enter text.

**Comments:** Click here to enter text.

**The credit card listed above may be billed for the estimated charges Ten (10) days prior to event/reservation date.**

For a list of all hotels and their contact information, please visit: <http://www.hyatt.com/hyatt/site-map.jsp>

All information is kept confidential and used only for the purposes as noted above.