



# Reservation form

Novotel Leuven Centrum

KU Leuven CHARMING Event + Summer School (29/09 – 04/10/2019)

Please fill in this document and send it back to the Sales & Banqueting department of the hotel before Sunday 18<sup>th</sup> of August 2019 at the attention of Gerrit Raa.

via email: [h3153-sb1@accor.com](mailto:h3153-sb1@accor.com) or via fax: +32 (0)16 21 32 01.

After this date reservations only are possible upon availability.

The rates below cannot be guaranteed anymore at that time.

## CONTACT DETAILS

- Title : .....
- Name : .....
- First name : .....
  
- Mobile number : .....
- Email address : .....
  
- Name company : .....
- Address : .....
- Zip code and city : .....
- Country : .....

## RATES

- Night of 29/04/2019 (week rate):
  - Single room (superior room) : € 135,00 (\*)

(\*) Above rates are rates per room per night inclusive breakfast, WIFI, service and VAT costs. Exclusive city tax of € 1.20 per room per night. This cost is not included in the above rates. Check-in on the day of arrival as from 11 AM upon availability. For arrivals before 11 AM an additional cost of €35.00 per room will be charged.



## **N** **GUARANTEE FOR THE ROOM**

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In case we don't have a credit card guarantee, your room is only guaranteed until 2PM on the arrival day and will be cancelled after.

**All reservations need to be guaranteed by a credit card.**

We accept following credit cards: American Express / Euro card -MasterCard / Diners Club and Visa.

**In order to safely handle your credit card details we ask you to give us a call on weekdays between 8 am and 4 pm at +32 16 31 32 05 or per e-mail.**

Above credit card is only to guarantee your reservation. Upon check-in our colleagues will ask you for a credit card, this is to guarantee your payment. Your final invoice must be paid before departure.

Check-out time is before 12:00. Departures after this timing will be charged of an additional cost of €35.00 euro per room.

## **N** **CANCELLATION POLICY**

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You may cancel your room free of charge until 2 PM on the day of arrival. In case of cancellation later than 2 PM and in case of a no-show, the first night will be charged to your Credit Card Account.

Please note that all cancellations must be sent by email to [h3153-sb1@accor.com](mailto:h3153-sb1@accor.com) . With one exception: all your cancellations after 26/09/2019 should send to [h3153@accor.com](mailto:h3153@accor.com) with [h3153-sb1@accor.com](mailto:h3153-sb1@accor.com) in cc of this email.