

ESTREL HOTEL BERLIN
Sonnenallee 225
12057 Berlin
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NGO FORUM Berlin 2009

reservation	allotment	NGO FORUM
Arrival:	_____	
Departure:	_____	

standard-single room: _____ EUR 142 per night & single room including breakfast

standard-double room: _____ EUR 172 per night & double room including breakfast

Rates are including VAT and Services.

The rates are guaranteed for delegates only until the reservation deadline of 03rd August 2009. Rates may be higher and availability cannot be guaranteed for reservations made after this deadline.

Orderer:

family name: _____

first name: _____

Company name: _____

street: _____

ZIP/City: _____

Phone/fax: _____

mail: _____

A credit card is required to secure your booking. Cancellations may be made up to 4 weeks prior to arrival without penalty. After this deadline, or in the event of no-show, a charge equivalent to 80 % of your total stay room revenue will be debited to your card if the hotel is unable to re-sell the room(s).

In case you cannot provide credit card details, the Hotel will send a deposit invoice which has to be paid immediately to the bank details indicated on the invoice.

Please advise how to proceed:

- Hotel to send an invoice.
- Hotel to take credit card details mentioned below.

If you have problems with these payment arrangement please contact the Conference secretariat by email. (ngo-forum@mediacompany.com)

Credit card details as guarantee:

Card holder: _____

Credit-card: AMEX_____MASTERCARD_____VISA_____

Number:_____ expiry date:_____

city,date:_____ signature_____