



Hotel Constantine the Great ****

Welcome to hotel Constantine the Great designed for your GREAT experience!

The following information will serve as a useful assistance during your stay.

Our dedicated staff is at your disposal at any time for further questions, initiatives and wishes.

With this in mind, we wish you an unforgettable stay in Hotel Constantine the Great!

Constantine the Great Team



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Wishing to provide a safe and memorable stay, we kindly ask you to familiarize yourself with:

HOTEL CONSTANTINE THE GREAT HOUSE RULES

1. Please be informed that your room is ready for check-in from 14:00 on the day of arrival. Our check- out time is 12:00 on the day of departure.
2. Rooms can be used only by guests who are properly registered at the front desk.
3. People who are visiting hotel guests are obligated to register at the front desk.
4. You may settle your bill up front or during check out. Providing a payment guarantee is mandatory.
5. We kindly ask you to respect the hotel rules and procedures.
6. We kindly ask you to respect the privacy of other guests.
7. A safe deposit box is at your disposal in your room for money and other valuables. Please read the instruction manual before use. The hotel cannot be held responsible for any damage or loss of property.
8. We kindly ask you to avoid disturbing other guests. The hotel reserves the right to cancel further hospitality to guests who are disturbing the peace or disregarding hotel rules.
9. We kindly ask you to inform the front desk of any irregularities, malfunctions or complaints you might have during your stay.
10. Please be informed that guests are responsible for any damage to hotel property that was caused and affected by them or by the persons they are responsible for.
11. We kindly ask you to familiarize yourself with emergency procedures and follow them if the need arises.
12. We kindly ask you to report any lost or found items to the front desk.
13. Please make sure that you have emptied your safe and collected all the valuables from your room prior to your departure.
14. All hotel accommodation units are non-smoking, the fee for violating the smoking ban is 150EUR per day.
15. Pets are not allowed.

We wish you a pleasant stay,
Sincerely yours,
Constantine the Great Team



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Hotel: 55 accommodation units in total, 5 Classic Single Rooms, 14 Classic Double Rooms, 6 Superior Single Rooms, 11 Superior Double/Twin Rooms, 7 Family Suites, 11 Junior Suites i 1 Handicap Accessible Room.

Rooms: All rooms are equipped with showers, independent air conditioning control, LAN and Wi-Fi internet access, free TV channels, direct dialed telephones, safe deposit box and mini bar. The hotel also has one room suitable for guests with special needs.

Gastronomy: “Marzo” Restaurant & Bar.

Meeting room: The 100 sq m hotel's meeting room, with a capacity up to 70 persons respectively Meeting room is equipped with state of the art equipment such as: a DVD player, video beam and screen, music systems, microphone system, wireless LAN, a pin board and flipchart.

***Internet access (LAN+ Wi-Fi) is available through the hotel free of charge.**

ROOM TYPE	SINGLE OCCUPANCY	DOUBLE OCCUPANCY
Classic Single	180€	
Classic Double	190€	210€
Superior Single	190€	210€
Superior Double/Twin	210€	230€
Family Suite	220€	240€
Junior Suite	250€	270€
Handicap Accessible Room	190€	210€

*** All payments are in local currency (Serbian Dinars-RSD) and calculated according to the mid-market exchange rate of the National Bank of Serbia for that day.**

USEFUL CONTACTS

Reception 00-24h:	340
Room Service:	331
Police department:	0192
Fire department:	0193
Ambulance	0194



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INFORMATION

Arrival/Departure

Your room is ready for your check-in at 14:00. On your departure day, we kindly ask you to check-out by 12:00. You are welcome to request a late check-out time, which is subject to the hotel availability.

Electricity

To activate heating, air conditioning and electricity in your room, please place your key card in the key card holder next to the door. The voltage in our hotel is 230 V.

Air conditioning

The air conditioning system operates via an individually adjustable automatic control. Please insert your key card into the key card holder next to your door to turn it on and to adjust the temperature in your room

Internet

We offer free Wi-Fi throughout the entire hotel. You should use network “Constantine the Great” and password is “Constantine”.

Dining facilities

Marzo Restaurant & Bar – working hours 07:00 – 22:00.

Breakfast

Breakfast is served daily from 07:00 until 10:30 (Monday – Friday), and from 07:00 until 11:00 (Saturday – Sunday). Please call the front desk for room service breakfast option.

Early breakfast

Hotel offers early breakfast service. You may schedule your breakfast order (lunch box) at any time by calling the front desk.

Room service

Room service

It is our pleasure to provide room service: 07:00-22:00. Please call extension # 331 to order.

Mini bar

Please note that the beverages and snacks in the mini bar are not included in the room price and will be charged to your room account. The mini bar will be filled daily, according to your consumption.

Allergy

Kindly inform us beforehand of any special dietary needs.

Alcohol

We do not serve alcohol to persons under the age of 18.



Adapter

If you require an adapter, please contact the front desk.

Do not disturb sign.

If you do not wish to be disturbed, please hang this sign on your door. Please note that housekeeping services will not be provided during this time.

Please clean my room sign

When you would like to have our housekeeping team service your room, please hang this sign on your door.

Laundry service

Please find a laundry bag and price list placed in your wardrobe. You may leave your bag on your bed to be picked up by the maid or leave it at the reception desk at any time. Garments delivered for laundry service by 10:30 a.m. will be returned the same day, while garments delivered from 10:30 a.m. to 4:00 p.m. will be returned the following day by 12:00 a.m. The cost of laundry and ironing services will be directly charged to your room account. We kindly ask you to fill in the laundry list.

Safe

Each room is equipped with safe. Please read the manual for instructions. We kindly ask you to make sure that you empty the safe prior to your departure.

TV

A wide variety of domestic and international channels are available. A list of channels can be found near the TV.

Repair

Although we check our rooms regularly, if you notice any defect in your room, please contact the reception desk. Thank you for your support.

Umbrella

It will be our pleasure to lend you an umbrella. Please contact the reception desk at extension #340.

“Constantine” Electric scooters

For all our guests we offer the electric scooter daily rental service. Choose the “green” way of transportation throughout Belgrade and enjoy an unforgettable experience. The daily rental fee is 15EUR, please contact the front desk for more information.

Parking lot

We provide private parking for our guests with additional cost of 15EUR per day. Please contact the front desk if you require any additional arrangements.

**Car rental**

Please contact the front desk in order to make rent-a-car arrangements.

Messages

If there is a message left for you, it will be delivered to your room.

Post

Please leave outgoing mail items at reception desk.

Wake-up call

Please inform the front desk of your required time for a wake-up call.

Photocopy facilities

If you need to make photocopies, please contact the front desk.

Excursions

Our reception personnel will assist you in planning your excursions and sightseeing tours. For more information, please contact the front desk.

Taxi and transfers

It will be our pleasure to arrange taxi and transportation services for you. For additional detailed information and arrangements, please contact the front desk.

Massages

If you are interested in having a room massage, please call the front desk for more information.

Shopping facilities

If you would like to shop in the very heart of the city, visit Knez Mihailova Street, just 7 minutes walking distance from the hotel. The nearest shopping mall "Usce" is located 4 km from the hotel.

Night life

Belgrade is famous when it comes to going out. Please contact the reception desk for suggestions and reservations regarding numerous city restaurants, cafes, bars and clubs.

Public transport

Please contact the reception desk for information on public transportation lines and directions.

Lost & found

For lost & found items, please contact the front desk at 340.

Luggage service

It will be our pleasure to assist you with your luggage. Please contact the reception desk for us to make arrangements.



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E-mail address

Please reach us at the following e-mail address: info@hotel-constantine.com

Reservations

We will gladly make a reservation for your next stay in our hotel. Please contact us for your reservation at: info@hotel-constantine.com

Events

We will be happy to organize your banquets, meetings, presentations, and company and family celebrations. Please contact our sales department on e-mail address: info@hotel-constantine.com

Room bill

All additional expenses can be charged to your room account. We kindly ask you to sign the receipts accordingly.

Credit cards

We accept the following credit cards as a method of payment of hotel bills: Visa, MasterCard, American Express, Maestro, Visa Electron, Dina.

Fire

In case that you notice a fire in the hotel, please close the door of the concerned area and inform the reception immediately. In the case of activation of a fire alarm, please leave the hotel through the nearest emergency exits only. In case of a fire, do not use elevators. You will find the hotel floor plan on the back of your room door. Emergency exits are clearly marked by green signage. In case of an emergency please follow the marked emergency pathways and use the emergency stairways and exits only. Please avoid using the elevators.

First aid

A first aid kit is available at the front desk.

Pharmacy/ doctor

The nearest pharmacy is at 2-minute walking distance from hotel. Kindly be informed that our employees are not permitted to provide any medicine. If you require medical assistance, please contact the front desk.

Guest survey

Our goal is to justify our high standards and to continuously improve the quality of our services. Your desires, complaints and compliments are very important and of great assistance to us. We kindly ask you to scan the QR code in your room or at the front desk and rate your stay.

Enjoy your stay!