



## HOTEL METROPOLE ROOM REGISTRATION FORM

Please fill out this form in **CAPITALS** and send it to the reservation by fax or email before **15 December 2015**

Fax : +32-2-218 02 40 Tel : +32-2-214 24 25 or +32-2-214 24 26  
Email : resa@metropolehotel.be

**Booking Code:** **SwingplicityBrussels 15-18/01/2016**

LAST NAME: .....

FIRST NAME: .....

BIRTH DATE: .....PLACE OF BIRTH.....

PASSPORT NUMBER (in capitals): .....

TELEPHONE/FAX: .....

E-MAIL: .....

ARRIVAL DATE: ..... TIME: ..... (CHECK-IN TIME IS 3:00 pm)

DEPARTURE DATE: ..... TIME: ..... (CHECK-OUT TIME IS 12:00 noon)

**Please tick and circle the appropriate box / rates:**

- ☐ Standard room, single/double occupancy **99.00 € excluding** breakfast & including city taxes  
☐ Standard room, triple occupancy at **129.00 € excluding** breakfast & including city taxes  
**OR**  
☐ Standard room, single occupancy **113.00€ including** breakfast & including city taxes  
☐ Standard room, double occupancy **127.00€ including** breakfast & including city taxes  
☐ Standard room, triple occupancy at **171.00€ including** breakfast & including city taxes

**Guarantee by credit card:**

Your reservation will be kept for late arrival. In case of a no-show or cancellation 72 hours (3 working days) before the arrival date, a one night charge will apply.

VISA

MASTERCARD

AMERICAN EXPRESS

DINERS CLUB

Credit Card Number: .....

Credit Card holder's Name: .....

Expiry Date: .....

Signature and Date: .....

**Deadline 15/12/2015**

After this date the hotel will not be able to guarantee availability and reservations will be made on a space and rate availability basis.

Reservations can only be confirmed with a valid credit card number and expiry date.

In case of no-show, the Hotel Métropole is entitled to cancel the remainder of your reservation without prior notice.

If you check out prior to the booked departure date, the Hotel Métropole is entitled to charge you for one extra room night.

The number of rooms held for the conference participants is limited. After the set deadline, all remaining rooms will be released. In order to obtain the contracted conditions, we advise you to book as early as possible.

In case the contracted room block has been entirely allocated the contracted rates cannot be guaranteed.

**After sending this document, you will receive a confirmation of your booking (via our Reservations Department). Please note that your passport number will be asked again upon check-in.**