**RESERVATION FORM**

**To: Baglioni Hotel Regina (Reservation Reference:** HLSA 2018 Annual Reunion**) Via Veneto, 72**

**00187 Rome - Italy**

**Tel.: +39 0642111812**

**Hotel Contact: Veronica Radice**

**Email: v****.radice@baglionihotels.com**

**From: (Name)\_**

**(Company)**

**(Telephone)\_**

**(Email)\_**

Please kindly allocate me one single occupancy or one double occupancy room from the block reserved for this group for:

Thursday 10 May 2018

Friday 11 May 2018

Saturday 12 May 2018

I also wish to reserve the following extra nights at your best available rates:

**Agreed terms:** A single room rate of € 460,00 + 10% Vat per room, per night or double room rate of €

490,00 + 10% Vat per room, per night is guaranteed if reserved by Sunday 11th of March 2018, while supplies last. Hotel will check availability within the Chiomenti group’s allotment and will get back with reconfirmation (or regret) of the reservation. Hotel’s reconfirmation is mandatory to consider the reservation confirmed.

After the date all unclaimed rooms in the reserved block will revert to open sale.

Reservations can be cancelled up to 60 days’ prior the arrival. After that, cancellations are subject to a

penalty.

*City tax: € 7,00 per person, per night not included in room rate*

**Guarantee** I will guarantee my room with the following credit card number: Name:

Type of Card: Number: Expiry date:

The hotel reserves the right to verify the validity of the credit card before Guests’ arrival (either by requesting a preauthorization on the card or by contacting the credit card provider directly). If the credit card is invalid and /or is declined, the reservation may be cancelled.

**Cancellation**

**Payment**

Reservations can be cancelled up to 60 days’ prior the arrival. In case of cancellation after 60 days prior the arrival, entire stay will be charged as cancellation penalty

100% Prepayment through credit card authorization 60 days prior the arrival. Please kindly fill the below form in order to proceed with prepayment and to finalize the reservation.

I hereby authorize Baglioni Hotels to charge (from 60 days prior the arrival) the credit card specified below for the following reservation:

Clients’ name s: Date of arrival: Credit Card Type: Credit Card Number: Exp. Date: Card Holder Name: Card Signature: Address: City, State: Telephone:

Please check that you are authorizing:

 Full Credit

 Room + VAT

 Room + Breakfast + VAT

 City Tax

 Other Services

 **Charges to the value of** (except Full Credit):

Please return the completed form by email or fax together with a copy of your credit card (front and back)

at your earliest convenience.

Thank you for choosing Baglioni Hotels.