

# RESERVATION FORM

## BEGIJNHOF CONGRES HOTEL

KU Leuven, Departement Biosystemen #1161

15/08/21 - 19/08/21

**Please return by e-mail before 15/06/2021 (info@bchotel.be).****After this date reservations can only be accepted upon availability.**

### 1. BOOKING DETAILS

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Salutation : Mr. / Mrs. / Ms. / Prof. Dr. / Mr.&Mrs. / Mr.&Mr. / Mrs.&Mrs. / ....  
Name :  
First name :  
Document type (passport/ ID) :  
Document number :  
  
Name company (not required) :  
VAT-number (not required) :  
Address :  
  
Country :  
  
Telephone/ Mobile phone :  
E-mail address :  
  
Arrival date :  
Expected arrival time :  
Departure date :  
Expected departure time :  
Number of persons :

### 2. RATES

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Room type	Number of rooms	Offered rate
Standard room (single use)		€112
Standard room (double use)		€132

**These rates are per room, per night, breakfast buffet, VAT, city tax and Wi-Fi included.**

**3. GUARANTEE**

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Reservations must be guaranteed with credit card details that we need to receive 7 days after sending the confirmation e-mail. You can upload your credit card details via our secured service portal using your personal pin code (explanation in the confirmation e-mail). If you have any questions, or problems, you can always contact the hotel.

**4. CANCELLATION POLICY**

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Reservations can be cancelled without costs till 24 hours before the day of arrival. When cancelled between 24 hours before the day of arrival and 4 PM on the day of arrival 50% of the room rate of the first night will be charged. When cancelled after 4 PM on the day of arrival, or in case of No Show, 100% of the room rate of the first night will be charged. Please note that cancellations always need to be confirmed by e-mail or fax.

**5. CONDITIONS**

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**SMOKING:**  
Forbidden inside the hotel! Any breach will be penalised with a €150 fine!.

**CHECK-IN:**  
Starting from 2PM.

**CHECK-OUT:**  
Before 11 AM.

**PARKING:**  
We are not responsible for accidents, robbery, or damage because of or on the premise of the parking. Price: €12 per night, per vehicle. If you are parked on our parking behind the hotel, we request you fill in your license plate number: .....

**ADMINISTRATION:**  
The address you fill in will be used as the billing address.

Losing your key or not returning it to us upon check-out will result in a €50 fine. However, if you are able to return it to us, this will be waived.

I CONFIRM TO HAVE READ AND APPROVED THE CONDITIONS AS STATED ABOVE. BY SIGNING I CONFIRM THAT THE GIVEN INFORMATION IS CORRECT.

**Date**  
**Signature**