

Reservation guarantee

To be filled in by credit card holder

I herewith (name) _____

- ask to hotel _____ to confirm the following reservation
- I accept terms and conditions of the cancellation policy
- I confirm to be the credit card holder

· BOOKING REQUEST

Type of room		Accommodation	
Num. of rooms		Num. of persons	
Arrival date		Departure date	

· CREDIT CARD TO GUARANTEE RESERVATION

(In compliance with the terms of law 196/03 – art. 13 – concerning privacy, I authorise the hotel management to handle my personal data)

Last and first name of credit card holder (like on credit card)			
VISA		Select credit card	Credit Card Number
MASTERCARD			Exp. Date
Address			
City			
Post code		Country	
Telephone	Fax	Email	

· CREDIT CARD TO GUARANTEE RESERVATION

(to be filled in only if the credit card holder is confirming a reservation for a third person)

Last and first name			
Address			
City			
Post code		Country	
Telephone	Fax	Email	

Cancellation policy valid for: reservations with bed and breakfast

Periods: 07/01-31/05 and 01/09-28/12

No penalty is charged for cancellations made until 18:00 of the 3rd day prior arrival . In case of cancellation of the whole stay beyond that term or of no show, one night will be charged. In case of early departure, the whole stay has to be paid entirely.

Periods: 01/06-31/08 and 29/12-06/01:

No penalty is charged for cancellations made until 18:00 of the 15th day prior arrival. In case of cancellation of the whole stay beyond that term or of no show, a cancellation fee of 50% of the total amount will be charged or if the reserved stay is equal to or shorter than 3 days, the whole amount will be charged. In case of early departure, the whole stay has to be paid entirely.

Cancellation policy: reservations for half board or full board and special offers and packages

A deposit of 30% of the value of the whole stay is to be paid at the time of booking as a confirmation. In case of cancellation of the whole stay before 18.00 of the 15th day prior to arrival, the deposit will be refunded. In case of cancellations beyond the above term or of no show, the deposit paid will not be reimbursed and shall be kept as compensation. In case of early departure, the whole stay has to be paid for entirely.

DATE _____

SIGNATURE _____

Fill in and send by fax to the hotel