



Metropol Palace d.o.o.  
Bulevar kralja Aleksandra 69  
11000 Beograd, Srbija

*Matični broj:* 20166495  
*Šifra delatnosti:* 5510  
**PIB: 104439205**

Tekući račun: EUROBANK a.d. Beograd 250-1050000195030-05  
Phone: + 381 (0) 11 3333 100  
Facsimile: + 381 (0) 11 3333 300  
www.metropolpalace.com

### MADE IN ITALY IN SERBIA - RESERVATION FORM (BIO02NOV)

**Metropol Palace Belgrade** is looking forward to welcoming you in period **23/11 – 26/11.2017**. Please use this form to make booking in Metropol Palace Belgrade for mentioned group. Should you require a room outside the dates, booking will be accepted as subject to availability at the best rate available at that time.

The cut-off date is **October 23, 2017**. All reservations received after **October 23, 2017** will be accepted as subject to availability at the best available rate at that time. Number of rooms is limited.

To book your room, please return completed form to our group reservation department on e-mail:

[reservations@metropolpalace.com](mailto:reservations@metropolpalace.com)

After submitting the form, you may expect writing conformation from reservation department.

### ROOM TYPE (PLEASE TICK):

ROOM TYPE                      RATE (Single/double occupancy)

Superior room                      EUR    90/110

- Rates are per night, per room including buffet breakfast, VAT (10%), internet access (Wi-Fi and LAN) and access to Hotel Fitness and Spa center Limegrove (swimming pool, sauna, steam bath, jacuzzi, relax room, gym).
- Rates do not include city tax (EUR 1.30 /RSD 155 per person, per night).
- Note that VAT and tourist tax are defined by local legislation and subject to change.

Special request: Smoking/Non Smoking:

(Please note that the Hotel will give its outmost to accommodate special requests but may not guarantee it. Special requests will be confirmed based on availability at the time of booking.)

### GUEST DETAILS

Guest name:

Position/Title:

Company:

Address:

City:

Post Code:

Country:

Telephone:

Fax:

e-mail:

### ARRIVAL & DEPARTURE

Arrival Date:

Departure Date:

(Check-In Time from 14:00)

(Check-Out Time until 12:00 noon)

### TRANSPORTATION

Airport Car transfers are available upon request by car or minivan. Shuttle service is available at the rate of 30 EUR per direction for maximum three persons. Mini-van service is available at the rate of 53 eur per direction for maximum six persons. Shuttle bus service is subject to change. Upon reservation, we will send confirmation.

Should you need transfer services, please send your request latest 24 hours prior to arrival, together with flight details.

Arrival Flight Details: \_\_\_\_\_ Departure Flight Details: \_\_\_\_\_



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#### PAYMENT

- By cash or credit card, at the hotel: Kindly note that cash payments at the hotel may be done only in local currency (RSD)
- Bank transfer: Kindly provide us with invoicing details. Full prepayment is required prior arrival date.
- 3<sup>rd</sup> party credit card: Kindly fill in bellow form and send it to hotel mail/fax.

#### RESERVATION GUARANTEE

**No reservations will be confirmed, nor guaranteed unless credit card details are provided.**

Credit card details (credit card details will be used as reservation guarantee Credit card type/name:

Credit card number:

Expiration date:

Card holder name:

Signature of card holder: \_\_\_\_\_

By signing this I guarantee the above booking to this credit card and accept the terms of cancellation below

#### CANCELATION POLICY

Cancellation without penalties is latest until October 23, 2017. For every reservation cancelled after above mentioned period and in case of guest's non arrival (i.e. no show) the client will be charged for the whole duration of stay. In case of earlier departure, the client will be charged the whole amount of stay.

In case of vice major (weather problems of huge scale, strikes, war, epidemic, death, terrorist attacks, airport closing, rail road or bus stations closing, or similar unforeseen conditions) cause guest's non arrival, the client will not be charged for no show.

#### CREDIT CARD AUTHORIZATION FORM (IN CASE THAT THE THIRD PARTY WILL COVER ANY HOTEL SERVICES ON BEHALF OF THE GUEST)

I, \_\_\_\_\_ (card holder's name) authorize "Metropol Palace" hotel to apply the marked charge(s) mentioned below for the following guest to my credit card:

I hereby authorize the following charges to be applied:

- Room & tax only
- All charges
- Guest incidentals only
- Other:

Total amount to be charged in Euros:

Credit Card details:

Credit Card Number:

Expiration Date:

Printed name on the card:

Billing details:

Company Name:



METROPOL PALACE  
HOTEL  
BELGRADE  
THE  
LUXURY  
COLLECTION

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Address:  
City, State, Zip:  
Date:

Authorized Signature: \_\_\_\_\_