

RESERVATION FORM :
European Multigrid Conference 9th-12th September 2014
Venue: The Leuven Institute for Ireland in Europe

Personal Information

Name:			
Last Name:			
Address:			
Post Code:			
Telephone Number:		Fax:	
Email Address:			
Arrival Date:			
Arrival Time:			
Departure Date:			
No of Nights Staying:			

Accommodation Details *(Prices per VAT inclusive – Buffet breakfast is included)*

Room Type	B&B Rate	Number of persons/rooms
Single Occupancy (Single or Twin Room)	€95	
Double Occupancy (Twin Room)	€60 per person (€120 Room)	
Quadruple Occupancy (Duplex with 4 beds on 2 levels)	€47.5 per person (€190 Room)	

***Shared with:**

1. First Name:		Last Name:	
2. First Name:		Last Name:	
3. First Name:		Last Name:	

Card details are required in order to secure your booking. You can pay for your stay at our Reception on arrival.

☐ Visa ☐ MasterCard ☐ Switch / Maestro ☐ Delta ☐ Solo

Name of Card Holder:																
Card Number:																
Card Start Date (if shown)	M	M	Y	Y												
Card Expiry Date																
Issue Number (if shown)																
Security Code																

Cancellation Policy: **Please see document herewith attached**

Signature: _____ **Date:** _____

Cancellation policy - Individuals :

Cancellation of the agreement and no-show:

Whole or partial cancellation of the agreement by the customer must be done in writing. The date on which the Institute is notified in writing of the cancellation by the customer shall be decisive for any compensation owed to the Institute due to the cancellation. The amount of compensation owed by the customer to the Institute as the result of cancellation is a percentage of the total amount of the cancelled service as specified in the quote confirmation. This amount is stipulated as follow:

Accommodation:

If a reservation for only hotel accommodation (with breakfast included) is made, for a one or more Individuals then the following applies to the Cancellation of this reservation.

- a. In case of Cancellation more than 1 month before the Commencement Date, the Customer is not obliged to pay any money to The Leuven Institute for Ireland in Europe.
- b. In case of Cancellation more than 5 days before the Commencement Date, the Customer is obliged to pay 30% of the Reservation Value to the The Leuven Institute for Ireland in Europe.
- c. In case of Cancellation more than 2 days before the Commencement Date, the Customer is obliged to pay 50% of the Reservation Value to the The Leuven Institute for Ireland in Europe.
- d. In case of Cancellation 48 hours or less before the Commencement Date, the Customer is obliged to pay 100% of the Reservation Value to the The Leuven Institute for Ireland in Europe.”

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