

**UITP CONFERENCE
Madrid, 18th – 19th October 2010**

**PLEASE READ ALL
INSTRUCTIONS BEFORE
COMPLETING THE
RESERVATION FORM**

- *Deadline for reservation:
17th August 2010*
- *To receive the special rate for
meeting, use this form to make your
hotel reservation. To avoid
duplication, please submit one
form per room. If more than one
room is required, this form may
be photocopied.*

- *The hotel will acknowledge your
reservation by either fax or e-mail.
This not a confirmation. The hotel
will send a confirmation within
one or two weeks.*

- *Changes or cancellations must
be made in writing to the hotel*

- *Complete this form and send to:*

By fax: + 34 91 5411905

*By e-mail:
carlos.garcia.hernandez@solmelia.
com*

*(Please, make sure to send all the
information contained in this form)*

*Please in order to facilitate reservations, use one form per room and use block letters or type.
Thank you*

MELIÀ MADRID PRINCESA

Contact person: Mr. Carlos Garcia

Princesa 27

28008 Madrid (Spain)

Phone: 34 91 541 82 00

Fax: 34 91 541 19 05

Carlos.garcia.hernandez@solmelia.com

HOTEL RESERVATION FORM

Last Name _____
Fist Name _____ Mr M
Organization _____
Mailing Address _____
Postal Code _____ City _____
Country _____
Phone
E-mail _____ @ _____ . _____

ROOM TYPE :

SINGLE

176.55 €(breakfast included). 7 % VAT Included

DOUBLE (1 bed /2 beds)

192.60 € (breakfast included). 7 % VAT Included

Shared with: Last name: _____ First Name: _____

Mr Mrs

Arrival Date: _____ Ext. time _____

Departure Date: _____ Ext. time _____

Special needs/request _____

PAYMENT METHOD (no charge will be made until departure)

Visa Master Card American Express Dinners Club

Credit card number: _____ / _____ / _____ / _____ Expiration date: ____/____

SIGNATURE: _____

Remember !! cut off for room reservations is 17th August 2010. One time the block room will be covered, all reserves will be confirmed according availability of the hotel.

Políticas de cancelación/Cancellation policy :

Until 15 days before arrival the cost of a one-night stay will be billed to the credit card for cancellation costs

Between 14 and 8 days before arrival the cost of a two-night stay will be billed to the credit card for cancellation costs

Less than 7 days before arrival the full cost of the entire stay will be billed to the credit card for cancellation costs

No-shows

In the case of no-shows the hotel is authorised to charge the full amount corresponding to guest rooms and breakfast for all of the days reserved