**HOTEL ZUIDERDUIN – ROOM RESERVATION FORM**

**INSTRUCTIONS**

1. Please complete the reservation form with the requested elements.
2. Send the completed from by e-mail to Mariska van Velzen, at [m.vvelzen@zuiderduin.nl](mailto:m.vvelzen@zuiderduin.nl), with **‘EU-ToxRisk General Assembly’** as the subject header.
3. You will receive a confirmation from the hotel.
4. **You will be asked to pay upon arrival.**

**Deadline for sending the form: 2 February 2018**

**PRICE LIST (incl. VAT)**

Single room (bed & breakfast): **67,50 EUR/pers./night**

Double room (bed & breakfast): **47,50 EUR/pers./night**

Day arrangement (coffee, tea, water, lunch during meeting):

* **32,50 EUR/pers./day (full-day)**
* **25,00 EUR/pers./day (half-day)**

**ROOM RESERVATION FORM**

|  |  |
| --- | --- |
| **Family name** |  |
| **First name** |  |
| **Address** |  |
| **Email** |  |
| **Telephone number** |  |
| **Arrival date** |  |
| **Departure date** |  |
| **Single/Double use**  (*please indicate the name of your roommate in case of double use*) |  |
| **Day arrangement**  (*tick the appropriate cells on the left-hand column (****X****))* | |  |  | | --- | --- | |  | Mon. 19 February 2018 (half-day) | |  | Tue. 20 February 2018 (full-day) | |  | Wed. 21 February 2018 (full-day) | |  | Thu. 22 February 2018 (full-day) | |  | Fri. 23 February 2018 (half-day) | |

**RESERVATION GUARANTEE**

|  |  |
| --- | --- |
| **Credit card** |  |
| **Credit card number** |  |
| **Name of holder** |  |
| **Expiry date** |  |

**HOTEL CANCELLATION POLICY**

If a reservation is only made for hotel accommodation, either with or without breakfast, for one or more individuals, then the following applies to the Cancellation of this reservation:

1. In case of Cancellation more than 1 month before the Commencement Date, the Customer is not obliged to pay any money to Hotel Establishment.
2. In case of Cancellation more than 14 days before the Commencement Date, the Customer is obliged to pay 15% of the Reservation Value to the Hotel Establishment.
3. In case of Cancellation more than 7 days before the Commencement Date, the Customer is obliged to pay 35% of the Reservation Value to the Hotel Establishment.
4. In case of Cancellation more than 3 days before the Commencement Date, the Customer is obliged to pay 60% of the Reservation Value to the Hotel Establishment.
5. In case of Cancellation more than 24 hours before the Commencement Date, the Customer is obliged to pay 85% of the Reservation Value to the Hotel Establishment.
6. In case of Cancellation 24 hours or less before the Commencement Date, the Customer is obliged to pay 100% of the Reservation Value to the Hotel Establishment.