



RESERVATION FORM

Hotel Balkan looks forward to having you as a guest during **IEEE MEETING**. This reservation form should be used to secure a room from **June 23th** till **June 29th**, 2012.

We are kindly asking you to send us all reservations not later than **April 24th**, 2012.

All reservations received after April 24th, 2012 will be accepted if availability allows it.

Rooms booked at these discounted rates **should be cancelled** until **24th** of May 2012.

Room requirements (please tick)

<input type="checkbox"/> Standard Single Room	€ 70,00 - per night
<input type="checkbox"/> Queen Room - single use	€ 80,00 - per night
<input type="checkbox"/> Comfort Room- single use	€ 90,00 - per night
<input type="checkbox"/> Queen Room - double use	€ 90,00 - per night
<input type="checkbox"/> Comfort Room- double use	€ 100,00 - per night

Rates are per room, per night, and include breakfast, hotel insurance, tourist tax and VAT. Prices are fixed in EUR and the rate in dinars depends on currency fluctuation.

Name:

Name of the person/s sharing the room:

Address:

City:..... Country:

Telephone: Fax: E-mail:

Arrival & Departure

Arrival Date & Time: Departure Date & Time:
(Check-In Time After 14:00) (Check-Out Time Before 12:00)

Reservations should only be made using this form. No reservations will be confirmed nor guaranteed unless credit card details are supplied with the booking. Non arrivals will be charged one night accommodation unless cancelled 2 weeks prior to the arrival.

Cardholder:

Credit Card Number: Expiry Date:

Please circle: American Express/Diners Club/Visa/Master card

Airport transfer available at €15.- per vehicle, per direction max 3 persons. Kindly advise flight details:

Flight No.: _____ ETA: _____

**Please send this form to the attention of: Reservation Department
Hotel Balkan, Prizrenka 2, 11000 Belgrade, Serbia**

Telephone: + (381) (11) 36-36-000 **Fax:** + (381) (11) 2687-581

E-mail: reservations@balkanhotel.net

Please note that any changes made to your reservation have to be notified in writing to the hotel.
Bills must be settled before departure.