**INDIVIDUAL RESERVATION FORM «PARKLANE RESORT & SPA» FOR CONFERENCE «OILY INDUSTRY” 24.10.-25.10. To book a room at «PARKLANE RESORT & SPA» please fill in the form and send it to the hotel. Wait for written booking confirmation. Without a written confirmation number is not considered booked! Thank you!**

**Е-mail:** reservation@parklanehotel.ru **Tel.:**  +7 812 499 7676

|  |  |
| --- | --- |
| **Full Name** |  |
| **Tel.** |  |
| **E-mail** |  |

**ACCOMMODATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room Type** | **Daily delegate rate** | **Arrival Date** | **Departure Date** | **Please select the desired room category** |
| Standard room, single | 4 000 rub |  |  | [ ]  |
| Standard room, double | 4 800 rub |  |  | [ ]  |

**The rate includes:Accommodation, Buffet breakfast, Free WiFi in the rooms**

**HOTEL’S OFFICIAL CHECK-IN TIME IS 14:00 p.m.; CHECK OUT TIME IS 12:00 p.m. LOCAL TIME.**

Guaranteed early arrival from 09:00 a.m. is subject to an extra charge in amount of 50% of the daily room rate.

Guaranteed late check-out till 18:00 p.m. is subject to an extra charge in amount of 50% of the daily room rate

**FORM OF PAYMENT (please choose the desired form of payment)**

[ ]  **Cash. The copy of both sides of the credit card should be attached to the request form.**

*I hereby authorize the PARKLANE LLC to use my credit card to guarantee and prepay my booking and agree with the cancellation policy*

Credit Card: □ Visa □ Master Card □ American Express □ Eurocard □ Diners Club

Credit Card Number…………………………………………………...Expiry Date…………………………………………………………………………

Name of Credit Card Holder……....…………………………………………………………………………………………………………………………..

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If the credit card details are not provided, this reservation is not guaranteed and the hotel reserves the right to cancel it in case of high loading after 16:00 on the day of arrival.**

[ ]   **Cashless payments. Payment must be made no later than 3 days prior to arrival**

*Full and abbreviated legal name*

*Legal address*

*The actual address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Fax / E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*INN / KPP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Checking account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Correspondent account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*BIC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Bank (branch of the bank) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*OKPO / OKONKh / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**WITHOUT CALCULATION, PAYMENT MUST BE PLACED FOR 3 DAYS FROM THE MOMENT**

**IF PAYMENT CAN NOT BE PERFORMED BY UNKNOWN CALCULATION 3 DAYS BEFORE THE ARRANGEMENT, ACCOMMODATION SHOULD BE PAID BY CREDIT CARD OR CASH.**

**Cancellations made less than 2 days prior to arrival or no-show will incur a penalty of one night's accommodation.**

SIGNATURE: …………………………………… DATE: ………………………………