

Reservation Form

**Hyatt Regency Belgrade** looks forward to having you as a guest during the

**“LCWS14”**

###  Conference dates 5th – 11th of October, 2014 (special rates valid 3rd -15th of October, 2014)

This reservation form should be used to secure a room. Should you require a room outside the dates, hotel's Reservations Department will advise you of availability and rates and all reservations will be accepted subject to availability at the best rate available at that time. Listed below are the current best prices for "LCWS14" participant's accommodation. Number of rooms under below proposed special rate is limited. We kindly request you make the reservation by no later than the 15th of September 2014. **All reservations after subject to availability**.

**Room requirements (please tick) Number of rooms required**

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  Standard Room – Single Use **120€ EUR** |[ ]  Standard Room – Double Use **135€ EUR** |  |   |
|  |  |  |  |  |  |
|[ ]  Club Room – Single Use **180€** |[ ]  Club Room – Double Use **195€** |  |   |
|  |  |  |  |  |  |
|[ ]  Regency Suite – Single Use **300€** |[ ]  Club Room – Double Use **315€** |  |   |

Particular Requirements: Non-Smoking

**Rates are per night and include breakfast and internet. Rates do not include VAT (10%) and tourist tax (EUR 1.5 p.p.).**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Click here to enter text. | Position/Title: | Click here to enter text. |
|  |  |  |  |  |  |
| Company: | Click here to enter text. |  |  |  |
|  |  |  |  |  |  |
| Address: | Click here to enter text. |
|  |  |  |  |  |  |
| City: | Click here to enter text. | Post Code: | Click here to enter text. | Country: | Click here to enter text. |
|  |  |  |  |  |  |
| Phone: | Click here to enter text. | Fax: | Click here to enter text. |  |  |
|  |  |  |  |  |  |
| e-mail: | Click here to enter text. |  |  |

**Reservations should be made using this form or by entering rate code G-IV98 on the web page belgrade.regency.hyatt.com in the field special rates/corporate or group code**. **No reservations will be confirmed nor guaranteed unless credit card details are supplied**. PCI (Payment Card Industry) standards are in place, please when sending reservation form provide reservation guarantee (credit card details) by contacting Reservation department by phone or by Authorization Form provided.

**In the event that confirmed reservation fail to check-in (No show), penalty of full length stay will be charged on provided reservation guarantee.**

**Cancellation of the reservation can be done by September 15th, 2014 without penalty. If cancellation is done after September 15th, 2014 penalties are charged full length of confirmed/guaranteed stay.**

*Please send this form to the attention of: For Hotel Use:*

|  |  |  |
| --- | --- | --- |
| **Hyatt Regency Belgrade** **Reservation Department**Milentija Popovica 5, 11070 Belgrade, Serbia Telephone: (381) (11) 301-1234Fax: (381) (11) 311-4758E-mail: reserve.hrbelgrade@hyatt.com |  | Confirmation number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ROOM BLOCK: G- IV98Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please note that any changes made to your reservation have to be notified in writing to the hotel at the following address****reserve.hrbelgrade@hyatt.com**

**CREDIT CARD AUTHORIZATION FORM**

|  |
| --- |
| **Hotel: Serbia – Hyatt Regency Belgrade***\*Hyatt Place and Hyatt Summerfield Suites do not accept this form* |
| **Individual/Reservation/Group or Event Name:** | Click here to enter text. |
| **Reservation Confirmation Number:** | Click here to enter text. |
| **Arrival or Event Date(s):** | Click here to enter text. |
| **Credit Card Billing Address:** | Click here to enter text. |
| **City / State / Zip / Country:** | Click here to enter text. |
| **Contact Phone Number:** | Click here to enter text. |

**I hereby authorize the following charges to be applied to the following credit card.**

**Check all that apply:**

|  |  |  |
| --- | --- | --- |
| [ ]  Room & Tax  | [ ]  Only Specific Incidentals  | [ ]  Gift Certificates  |
| [ ]  Food & Beverage  | [ ]  All Banquet Charges  | [ ]  Guest Amenity  |
| [ ]  All Incidentals  | [ ]  Resort Services Fee  | [ ]  Parking  |
|  | [ ]  Other - see comments  |  |

**I hereby authorize the following amount be applied to the**

**credit card (applicable sales tax and service charges may apply):**Click here to enter text.

**Comments:**Click here to enter text.

 **The credit card listed below may be billed for the estimated charges Ten (10) days prior to event/reservation date.**

|  |  |
| --- | --- |
| **Credit Card Number:** | Click here to enter text. |
| **Name on Card:** | Click here to enter text. |
| **Expiration Date:** | Click here to enter text. |
| **Phone Number:** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature on Card Holder:** |  | **Current Date:** |  |

**Please fax this completed form to:**

**Hotel Fax #: +381 11 311 47 58**

For a list of all hotels and their contact information, please visit: <http://www.hyatt.com/hyatt/site-map.jsp>

All information is kept confidential and used only for the purposes as noted above.