

## ERA General Assembly Hotel Booking Form

Please fill in the below and send to [promand@hotelhelios.fr](mailto:promand@hotelhelios.fr) to reserve your hotel accommodation at the Hotel Helios. **DO NOT SEND THE FORM TO ERA.**

Title			
First name			
Last name			
Company			
Telephone number			
Address			
Email			
No. nights			
Date of arrival		Date of departure	

**Please tick the room you would like to book:**

Room type	Cost per night	Tick	Description
Single room	€115 + €2.25 city tax		Inc. VAT and breakfast buffet
Double room	€130 + €4.50 city tax		Inc. VAT and breakfast buffet

**Credit card payment:**

Card type	
Name as appears on card	
Card number	
Expiry date (MM/YY)	
CSV	

### Hotel reservation terms and conditions

All delegates should read the following terms and conditions affiliated with this hotel reservation and note the penalties incurred in the event of a cancellation or 'no show':

- All delegates are advised to have adequate insurance in place to cover the cost of unexpected cancellations and the associated penalties incurred.
- Each reservation must be guaranteed by the delegate's individual credit card at the time of booking.
- One night's hotel accommodation will be debited from the delegate's credit card at the time of booking. This will be refunded should the reservation be cancelled before the cancellation deadline of 19 September 2019.
- Any associated cancellation penalties, if applicable, will be charged directly to the credit card provided by the delegate at the time of booking.

### **Cancellation penalties**

- No charges will be incurred by the delegate if full or part cancellation is received by the hotel in writing on or before **19 September 2019**. (Any deposits paid prior to the date will be refunded).
- The entire reservation will be charged to the delegate's credit card in the event of full and part cancellation received by the hotel in writing from **20 September 2019**.
- The entire reservation will be charged to the delegate's credit card in the event of 'no shows' or early departures, unless ERA or the hotel is able to resell the room.
- There will be no charges for a name change to a current booking however the cancellation terms will be incurred if the booking is cancelled or reduced from **20 September 2019**.

☐ **Please tick here to confirm you have read and understood the above terms and conditions**

**Signature (type name):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Click here to email this form

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