



**HOTEL REGISTRATION FORM QCLG Meeting  
2-4 November 2016**

Hotel Splendid Conference and Spa Resort \*\*\*\*\* || Becici bb; 85310 Budva; Montenegro  
Please complete one form for each room booking (**Please Type or Print in Block Letters!**) and return it to **Events Department** by fax +382 33 774 706 by e-mail to [events@montenegrostars.com](mailto:events@montenegrostars.com).  
**no later than 25<sup>th</sup> of October. Rooms will be allocated on a 'first-come first-served' basis.**

**DELEGATE DETAILS**

Dr./ Mr./ Mrs./ Ms. -- Name:			
Party / Organisation:			
Address:		Country:	
Telephone:		Fax:	
E-mail:			
Passport No.			

**ACCOMMODATION DETAILS**

Check-In Date		Check-Out Date		# of Nights	
* Check-In Time: 14:00			* Check-Out Time: 12:00 Noon		

Room	Single Rate	Double Rate	
Superior room	85.00 Euros	110.00 Euros	All rates are quoted per room, per night. <b>Included in the price:</b> Use of Wellness Facilities (pools, saunas, gym, lifestyle showers), private beach. <b>Not included:</b> City tax of 1.50euro per person per night.
Conference package	250.00 euros	250.00euros	
Transfer	Airport		Time
Arrival			
Departure			

Special Requests (if any):	
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**MODE OF PAYMENT**

Visa	MasterCard	Diners	Bank transfer
Credit Card Number:		Expiration Date:	
Security code (Visa 3 digits in the back side of the card)			
<b>Total Amount Due (in euros):</b>			
Room rate x Room nights, <i>excluding city tax</i>			
Signature:		Date:	

**RULES AND PROCEDURES**

- I agree that I am obliged to pay the bill for the hotel services reserved, any additional individual expenses, and any damage to the property caused by me.
- **I hereby authorise the Hotel to charge my credit card for one night's accommodation as guarantee of the booking**
- For all cancellations, or in a case of no-show, within 10 days of arrival: 100% penalty of accommodation revenue reserved will be charged.
- Hotel reserves the right to charge the penalty amount direct from the client's credit card, in accordance with the cancellation policy stated above.
- Quoted rates are group rates and valid only in above stated period in conjunction with the above Conference.
- Early check-in and late check-out are subject to availability
- City tax rates are subject to change in accordance with the market demands and state politics. Guest will be informed in due time about eventual change of city tax, which will be charged upon check-out.
- **Hotel guarantees all reservations made before 25<sup>th</sup> of October within the room block reserved by the organiser.**
- **All reservations made 30 days or less prior to guests arrival are subject to availability and can be declined.**
- The hotel management declines all responsibilities for valuables left in the room.
- I confirm that I am familiar with and accept the hotel rules of registration/accommodation.

**Guest signature:** \_\_\_\_\_