Hotel Reservation Form

If you would like to make your hotel bookings during **22.06.2017 – 25.06.2017** please contact:
Sofitel Berlin Kurfürstendamm, Augsburgerstrasse 41, 10789 Berlin, Germany
Please send this form by fax or email to the hotel for your direct booking.

To: Sofitel Berlin Kurfürstendamm, attn: Reservation Department
Codeword: „SLTBR2017“
Tel: +49 30 800 999 25
Fax: +49 (0) 30 800 999 36
e-mail: H9387-re1@sofitel.com

For: _____
(Company name)

_____
(Address)

_____
(Phone- & fax number)

_____
(Name of the guest)

Arrival Date: _____ Time: _____

Departure Date: _____ Time: _____

(For further bookings please copy this form)

Credit Card Details:

Name of Credit Card Holder (same name as printed on credit card)	Type of Credit Card (Amex/Master/Visa)	Credit Card No.	Expire Date:

☐ **Smoker** ☐ **Non - Smoker**

Signature : _____

Date : _____

Booking conditions:

1. Room rates: Single Room EUR 140.00 per night
   Double Room EUR 160.00 per night
   Breakfast is included.
2. The above room rates are available until **22.05.2017**.
3. Any reservations past above mentioned date will be accepted on availability basis only.
4. In order to guarantee the booking the hotel requires from each guest a valid credit card number with expiry date, this information should be sent to the hotel together with the room booking.
5. The reserved room can be cancelled up until 14 days before arrival without any cancellation fee. If the room is cancelled after that or the booked room is not checked in on day of arrival we will be charge 100% of the agreed room rate for the entire stay on the guest's credit card. Cancellations are only valid in written.
6. The agreed room rates are only valid for business or work-related accommodation of each individual guest. If the accommodation of each individual guest or the whole group will be for leisure reason only, the agreed rates will be increased according to the Berlin City Tax Law.

Reconfirmation by Hotel: _____
(stamp of hotel, signature of staff in charge and date)