**International Conference on Information Modelling and Knowledge Bases**

**Riga, Latvia, June 4 - June 8, 2018**

**Password: EJC2018**

**GUEST RESERVATION FORM**

|  |  |
| --- | --- |
| **Guest Surname** | *enter surname* |
| **Guest Name** | *enter name* |
| **Arrival date** | *choose arrival date* |
| **Departure date** | *choose departure date* |
| **Room category:** | **Standard class** | ✓ |
| **Single room** | **105,00 EUR** |[ ]
| **Double/Twin room** | **115,00 EUR** |[ ]
| The above rates are per room per night and inclusive: delicious hot breakfast buffet, free WiFi, VAT. |
| **Number of rooms** | *enter number of rooms* | **Number of persons:** *persons* |
| **Credit Card number** | *enter credit card number* | **Credit Card validity:** *year/month* |
| **E-mail address andphone number** | *enter email and phone number* |
| **Special requests** | *any special requests* |
| **Transfer from/to Airport/** | Not needed |
| *Price :15 EUR per way* |  |
|  |  |

**RESERVATION TERMS AND CONDITIONS**

**Please note that registration will be able until 31.03.2018., later on upon availability.** We kindly ask you to send this form by e-mail to:

reservations.riga@rezidorparkinn.com. After we receive your application, we will send you confirmation for your booking.

Rate can be extended up to 2 days earlier/later.

**Guest credit card details are required to guarantee the reservation.** The card will not be charged prior to your arrival and is required only toguarantee your booking. Guaranteed booking is valid until 24:00hrs on arrival day.

**Non-guaranteed reservations** will be held until 6 p.m. on the arrival day. In case the reservation is not guaranteed, the hotel reserves the rightto sell the room to another client after 6pm of the arrival date.

**To make your booking guaranteed** please provide us with your credit card number and the expiry date. Also the reservation can be guaranteedwith deposit payment or company's agreement

**Cancellation**: free of charge if cancelled until 2PM–3 days prior to arrival

We trust in your understanding that **in case of a no-show or a late cancellation** we will charge your credit card for 100% of the first night stay.

**We are looking forward to welcoming you at**

**ASTOR RIGA HOTEL & CONFERENCE managed by Rezidor\*\*\*\*!**