

**VH Berlin**  
**Hotel Reservation Form**  
**15/04/2018 – 17/04/2018**  
**To be reserved before 15/03/2018**

<b>Name:</b>			
<b>First Name:</b>			
<b>Company address:</b>			
<b>Post Code:</b>			
<b>Telephone Number:</b>		<b>Fax:</b>	
<b>Email Address:</b>			
<b>Arrival Date:</b>			
<b>Departure Date:</b>			
<b>No of Nights Staying:</b>			

Room Type	Rate per night including breakfast	Number of rooms
Single Room on 15/04/2018	€ 149	
Single Room on 16/04/2018	€ 179	

Method of Payment to Guarantee Reservation													
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Diners Club													
Name of Card Holder:													
Card Number:													
Card Start Date (if shown)	M	M	Y	Y									
Card Expiry Date													
Issue Number (if shown)													

<b>Cancellation Policy:</b>	* A <b>guaranteed reservation</b> can be cancelled by the client until 2 PM on the day before arrival without incurring any cancellation fee. If the reservation is not cancelled before 2 PM or should the guest not arrive at the hotel, the first night will be invoiced. * A <b>non-guaranteed reservation</b> will automatically be cancelled at 4 PM on the day of arrival
-----------------------------	---

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please sent the completed form to:  
 Robin Jaubin  
 Group & Event Manager  
 Martins Klooster  
 Email: [rj.klooster@martinshotels.com](mailto:rj.klooster@martinshotels.com)