SOFITEL
HOTELS & RESORTS

LISBON LIBERDADE

Hotel Reservation Form – Sofitel Lisbon Liberdade

PERSONAL INFORMATION

First Name:

Family Name:

Address: **City:**

Country: **E-mail:**

Telephone: **Fax:**

ACCOMPANYING PERSON

Family Name: **First Name:**

ACCOMMODATION

Please make the following room reservations:

Event name: **SANS Lisbon 2019** from 5th to 13rd October 2019
Check in day ____ , Check out day ____ , September 2019

Room type	***Non-smoking hotel***	**Euro/night**	
Single Superior Occupancy		230 EUR	☐
Double Superior Occupancy		250 EUR	☐

Flight arrival time & details **Flight departure time & details**

»City taxes not included: 2 € per night/per guest over than 13 years, up to 7 nights per person.

We strongly recommend that you make your reservation very soon to guarantee space availability. These rates & conditions are limited and only available until 31st July 2019 and according to the group room block, after this date it will be always on request and concerning rate of the day and Hotel's availability.

»The rates includes buffet breakfast in the restaurant and includes VAT at 6%. The hotel's check-in time is 15h00. Room assignment prior to this time is subject to availability. Check-out is requested by 12H00 [noon]. Delegates are responsible for setting their own bills in full direction with the hotel prior to departure.

Cancellation Policies:
The client can cancel the reservation until the 31st of July. After this date the reservation will be fully charged also no-shows or early departures will be charged a penalty fee equivalent of the whole stay to the credit card.

CREDIT CARD GUARANTEE

➢All reservations must to be guaranteed by credit card. Please provide only the numbers indicated. The remaining, marked with X, for security reasons of your card, can only be provided by phone.

Credit Card number (to complete by phone) ☐☐☐☐ ☐☐ **XX XXXX** ☐☐☐☐

Name of the holder (as written on the card**)** **Expiration Date**

Please return this form by e-mail or fax directly to:

Attention: Alexandra Costa / Conference Services Manager / Sales Department

E-mail: alexandra.costa@sofitel.com / Phone direct: +351 21 322 83 17 / Fax: +351 21 322 83 30

Notes:

Hotel Confirmation Number Confirmed by

The personal details which you have supplied us with are subject to a computerized treatment. This information is intended for the hotel in which you stayed. In case of any incident regarding your customer-file, a specific data processing treatment may be carried out. In accordance with the law of January 6th, 1978, on data processing, files and rights, you are entitled to access and correct the information stored. For this type of request, please write to the Management of the hotel