RESERVATION FORM

BEGIJNHOF CONGRES HOTEL

KU Leuven | Memtab 2020 #868
01/07/20 - 04/07/20

Please return by e-mail before 31 March 2020.
After this date reservations can only be accepted upon availability.

1. BOOKING DETAILS

Salutation	: Mr. / Mrs. / Ms. / Prof. Dr. / Mr.&Mrs. / Mr.&Mr. / Mrs.&Mrs. / ….
Name	:
First name	:
Document type (passport/ ID)	:
Document number	:
Name company (not required)	:
VAT-number (not required)	:
Address	
Country	:
Telephone/ Mobile phone	:
E-mail address	:
Arrival date	:
Expected arrival time	:
Departure date	:
Expected departure time	:
Number of persons	:

2. RATES

Room type	Number of rooms	Offered rate
Single room		€ 199
Double room		€ 219

These rates are per room, per night, breakfast buffet, VAT, city tax and Wi-Fi included.

3. GUARANTEE

Reservations must be guaranteed with credit card details that we need to receive 7 days after sending the confirmation e-mail. If we don't receive a valid credit card in time, the hotel has the right to cancel the reservation.
You can upload your credit card details via our secured service portal using your personal pin code (explanation in the confirmation e-mail).
If you have any questions, or problems, you can always contact the hotel.

4. CANCELLATION POLICY

Reservations can be cancelled without costs till 4 days before the day of arrival.
When cancelled after 4 days before the day of arrival, or in case of No Show, 100% of the room rate of the first night will be charged.
Please note that cancellations always need to be confirmed by e-mail or fax.

5. CONDITIONS

SMOKING:
Forbidden inside the hotel! Any breach will be penalised with a €150 fine!.

CHECK-IN:
Starting from 2PM.

CHECK-OUT:
Before 11 AM.

PARKING:
We are not responsible for accidents, robbery, or damage because of or on the premise of the parking. Price: €12 per night, per vehicle. If you are parked on our parking behind the hotel, we request you fill in your license plate number: .....

ADMINISTRATION:
The address you fill in will be used as the billing address.

Losing your key or not returning it to us upon check-out will result in a €50 fine. However, if you are able to return it to us, this will be waived.

I CONFIRM TO HAVE READ AND APPROVED THE CONDITIONS AS STATED ABOVE. BY SIGNING I CONFIRM THAT THE GIVEN INFORMATION IS CORRECT.

Date
Signature