

Accommodation Order Form

block ID 158149

Please note reservation deadline is 21.11.11

**Please send this form to Crowne Plaza Moscow World Trade Centre
by fax (+7 495) 258 – 10 – 18 or e-mail tatiana.shashkova@crowneplaza.ru**

NAME: _____
TITLE: _____
ARRIVAL DATE : _____ DEPARTURE DATE: _____
PHONE NUMBER: _____ FAX NUMBER: _____
EMAIL: _____

➤ **Please mark your preferred room category (In case of double occupancy please provide the name of the second guest)**

5500-00 Rub single or 5500-00Rub double

➤ **PLEASE MARK YOUR SPECIAL REQUESTS**

Smoking Room Non Smoking Room
 King Bedded Room Twin Bedded Room

The rate above is per room per night and exclusive of 18%VAT.
Buffet breakfast is paid extra at 1200-00 Rub incl.VAT.

Guests will have access to **Atlantis Fitness Center** (gym, swimming pool and sauna).

ROOM WILL BE HELD FOR LATE ARRIVAL ONLY IF GUARANTEED. CHECK-IN TIME IS 2:00 P.M EARLY CHECK-IN IS PROVIDED UPON AVAILABILITY. CHECK-OUT TIME IS 12:00 HRS. (NOON)

CANCELLATION POLICY IS 72 HOURS PRIOR TO THE ARRIVAL.

PLEASE NOTE: Only guaranteed reservations accepted. Please fill in the form below.

➤ **AGREEMENT – CONFIRMATION FOR CREDIT CARD PAYMENT**

I, _____ hereby authorize Crowne Plaza Moscow World Trade Centre to charge in Rubles my _____ credit card, number _____

Expiry date _____ with the following charges:

One room night + VAT (18%) in case of late cancellation (cancellations made **in writing** 72 hours prior to arrival date are not charged) or in case of no-show or guest being late for the arrival date and 1500RUB for Visa Support in case of cancellation or no-show.

for the following guest(s)

PLEASE ATTACH A PHOTOCOPY OF BOTH SIDES OF THE CREDIT CARD

For visa support please fill in:	Second person visa support (if needed):
Date of birth _____	Date of birth _____
Citizenship _____	Citizenship _____
Passport N _____	Passport N _____

Date _____ Cardholder's Signature _____