Hotel Accommodation Sheet

Hotel address : Rue de la Vierge Noire 32
1000 Brussels (Belgium)

TO BE RETURNED TO THE HOTEL BY THE 14th September 2010

Belgian EU Presidency – SET Conference 2010

November 14th to 17th, 2010

Novotel Brussels Centre - Tour Noire
Attn.: Group Reservations Department –
Aurélie Van Asbroeck
Tel.: +32 2 505 50 50
Fax: +32 2 505 50 00
E-mail: H2122-RE@accor.com

Hello, (please fill in today's date), ……, I would like to make a reservation for :

❑ Single room (95 €)(1adt) ❑ Double room (95 €)(2adt)

Rooms are pre-booked for the nights of 07/11, 08/11 & 09/11 only

❑ Smoking / ❑ Non-Smoking (upon availability)

Room rate includes buffet breakfast, service, VAT and city tax

Arrival Day …../…../….. Time……..……

Name……...……

Street/N°……..

City/Postal Code…….…….

Country……

E-Mail…….……

Signature ……..

Departure …../…../……..

Company……

Telephone number ……

Fax Number……

Credit Card Type: ❑ Visa ❑ Amex

❑ Eurocard/Mastercard ❑ Diners

Credit Card Number……

Expiry Date…….

IMPORTANT NOTES

1. Booking deadline for the special conference rates: **14/09/2010**. After this date the hotel no longer guarantees the availability of rooms at the contracted conference rate. Your reservation must be guaranteed with a credit card number and expiry date.
2. All hotel expenses should be made directly to the hotel upon check-out.
3. The official check-out time is 12 hours.
4. Cancellations must be made in writing at least 24 hours before the scheduled arrival date. If not received, the hotel is entitled to charge 1 (one) night's accommodation fee.
5. The special rate is only valid when reservation is made by use of this form.

Hotel use: your booking is guaranteed: …… Date: …….. Stamp: