

**PLEASE RETURN THIS REGISTRATION FORM DIRECTLY TO THE HOTEL UNTIL 30.03.2019**  
(rooms are available on a first come first served basis. Beyond 30 March, rooms are subject to availability)

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Att. Marta Soares Ferreira

**GRP EBU MEDIA SUMMIT**  
**(28th and 29th of May 2019)**  
**Accommodation at Porto Palácio Congress Hotel & SPA - PORTO, PORTUGAL**

Mr.       Mrs.       Miss  
Last Name : ..... First Name : .....  
Second Guest Name (if applied): .....  
Arrival Date: ..... Departure Date: .....  
Arrival Time: ..... Flight Number: ..... Departure Time: ..... Flight Number: .....  
Fax nº ..... Telf nº: ..... E-mail: .....

<u>Executive Room (standard room)</u>	<u>Deluxe Room (superior room)</u>
<input type="checkbox"/> Single - 160,00 €	<input type="checkbox"/> Single - 190,00 €
<input type="checkbox"/> Double - 175,00 €	<input type="checkbox"/> Double - 205,00 €

**\*Rates are per room, per night and includes the following services and benefits free of charge:**

- American Buffet Breakfast
- Wireless Internet Connection (Wi-Fi) in every Room and common areas
- Unlimited usage during 1h30 of the following Health Club services: Swimming Pool, Sauna, Turkish bath, Jacuzzi and Gymnasium;
- Tax (6%)
- **Check-In:** from 15h00 pm / **Check Out:** until 12h00

**ADDITIONAL NOTES/ COSTS:**

- **City Tax:** From the 1<sup>st</sup> of March 2018, a city tax of 2,00 € (Euros) per person per night, not included in the total amount of the rate, will be charged and must be paid on site. This tax will be charged to all the guests from the age of 14 years old and it will be applied to bookings/ reservations up to a maximum of 07 consecutive nights.
- **Early Check-In/ Late Check-out supplement (subjected to our availability)** = cost of 100% of the presented room rate, per room

**Directly payment by the Guest to the Hotel at the check-out**

**We can only guarantee reservations with a valid credit card information:**

**Credit Card details:**

- Visa       Mastercard       Diners Club  
 Eurocard       American Express

Credit Card holder: .....

Credit Card Nr : ..... Expiry Date ...../...../.....

**Terms of Cancellations and No Shows:**

**Cancellation without penalty:** until 15th April 2019

**Cancellations between 16th of April and 30th of April 2019:** Payment of the first night.

**Cancellations after 1st of May 2019:** Full Payment

**No Shows:** Full Payment

**Early Departure / Late Arrival:** Full Payment

**Nationality:**..... **Birth Place:**..... **Date of Birth:**...../...../.....

**Passport/ID number:**..... **Country Issue:**..... **Expiry Date:**...../...../.....

**Date :** ...../...../.....

**Signature :** .....