



Hotel Reservation Form

Retina Weekend - Belgrade 2020

06-07 March 2020

Hotel Mona Plaza Belgrade is looking forward to welcoming you to Belgrade. Please use this form to make your booking in Hotel Mona Plaza Belgrade for the mentioned event held from 06-07.03.2020. Kindly note that a limited number of rooms have been preliminary blocked in the above-mentioned period with the following specially created rates.

The cut-off date is 7th of February 2020 all reservation requests received after this will be subject to Hotel availability and rates.

To book a room kindly return this form completed to our reservation department.

Email: suzana.bokan@monaplaza.com

1. HOTEL RESERVATION

Arrival: **Departure:** **Number of nights:**

Check-in: 15:00 hours Check-out: 12:00 hour's noon

Please note that official Hotel check-in time is as mentioned above. For guaranteed earlier arrival or late departure outside of the official Hotel times mentioned, charge is applicable and kindly advise the Hotel reservation department.

*Please tick accordingly, which room type you would like to book (*please note that this is subject to availability)*

Room rates are valid 3 days prior/post Conference date

Room Type	Room Rate (EUR)	Number of rooms
<input type="checkbox"/> Standard Room	EUR 85/room/night	<input type="text"/>
<input type="checkbox"/> Superior Room	EUR 95/room/night	<input type="text"/>
<input type="checkbox"/> Premium Room	EUR 105/room/night	<input type="text"/>
<input type="checkbox"/> Belgrade view suite	EUR 145/room/night	<input type="text"/>
<input type="checkbox"/> Chocolate Factory suite	EUR 145/room/night	<input type="text"/>
Special requests: <input type="text"/>		



Above mentioned rates are per room/suite per night, and include buffet breakfast, internet access, parking, VAT (10% on accommodation, 20% on other services) and use of Hotel wellness and fitness centre.

Supplement for a second person in the room is EUR 10 per day.

Rates do not include tourist tax (EUR 1.34/RSD 159) per person, per night.

*Subject to change by the government of Serbia.

Proposed rates are confidential and applicable for the stay during the mentioned dates only.

*All mentioned rates are expressed in EUR currency but calculated and charged in local currency RSD at middle exchange rate of National bank of Serbia on the day of payment.

2. GENERAL INFORMATION

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Company:	<input type="text"/>
Billing address:	<input type="text"/>
City and postal code:	<input type="text"/>
Country:	<input type="text"/>
Telephone number:	<input type="text"/>
Fax number:	<input type="text"/>
Email address:	<input type="text"/>

3. METHOD OF PAYMENT:

Please select the payment method:

Bank transfer (in case you chose this option, please send us the company details in order to receive invoice pro forma)

Credit Card Type:

VISA

Mastercard

American Express



Card Number:

Valid until:

Card Holder:

Signature:

Signature:

By this signature I authorize Mona Plaza hotel to charge my credit card for the above requested services.

4. CANCELLATION POLICY

If an individual guest cancels the accommodation request:

- Up to 48 hours prior to arrival, then no cancellation charges will apply
- Between 48 and 24 hours prior to arrival, a cancellation charge of one-night accommodation will apply.
- From less than 24 hours, a cancellation charge of 100% of the reserved room nights
- In the event of force majeure (i.e natural disaster, strike, war, epidemic, death, disease, airport or railway/bus station closing) preventing the guest from arriving, then no cancellation charges will apply.

5. AIRPORT TRANSFERS

Airport transfers can be arranged through Hotel and following options are available for the upcoming stay:

- Hotel car (EUR 20 per way per car – maximum 3 guests per car)*
- Hotel minibus (EUR 55 per way per minibus – maximum 7 guests per minibus)*

**Between 22:00h and 06:00h supplement 5 EUR will be charged*

In order for the transfer to be arranged kindly advise flight details as mentioned bellow. For departure we highly recommend the departure time to be 2 hours prior the flight time.

Arrival flight:	<input type="text"/>	Flight number:	<input type="text"/>	Time:	<input type="text"/>
Departure flight:	<input type="text"/>	Flight number:	<input type="text"/>	Time:	<input type="text"/>

Hotel Mona Plaza ****

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office@monaplaza.com · www.monaplaza.com

Registered company name and address:

Mona Plaza d.o.o. · Cara Uroša 62 · RS-11158 Beograd · PIB: 110263430 · MB: 21326933

ProCredit Bank, Beograd, Milutina Milankovića 17, 11070 Beograd, Republika Srbija

Domestic account Kto-Nr: 160-308152-30·IBAN: RS35160005010019616378· Swift Code: DBDBRSBG