Harvard Law School Association of Europe Rome,10th – 13th May 2018

**Hotel booking form**

In order to accommodate all the participants HARWARD LAW SCHOOL ASSOCIATION OF EUROPE has agreed a block allocations of 35 bedrooms at Boscolo Exedra IN 10th May OUT 13th May

In order to make your hotel reservation, please complete the form below and return it directly to the hotel **no later than**

**15th of March 2018**

E-mail: giulia.vigo@exedra.boscolo.com

Phone: +39 06 4893 8978

Fax: +39 06 4893 8063

**Requests for reservations after this date will be subject to availability. Reserved area for individual request:**

**Invoice details:**

**Title: Mr**  **Ms**

**First Name Last Name**

**Job Title Company**

**Company Address**

**City State Zip Code Country**

**Phone Fax Mobile**

**Email address**

**Accommodation rates**

**Boscolo Exedra Roma** - 5 star luxury *Piazza della Repubblica, 47 - 00185 Rome*

 Classic Room – Double room Single use : Day IN: Day OUT:

**€ 350,00 Euro +10% vat per room per night**

 Classic Room,– Double Room : Day IN: Day OUT:

**€ 370,00 Euro +10% vat per room per night**

***\*All rates are per room per night and include breakfast. Vat 10% excluded***

***City tax excluded Euro 7,00 per person/per day.***

**Supplement**

- Supplement for 3rd bed (applicable for children above 12 years of age) € 80,00 per person per day

- Children up to 12 years of age free of charge

- Baby cot free of charge

- Only deluxe or junior suite typology (at the respective rate) can be booked in case of extra bed request.

**ROOM CANCELLATION POLICY**

Cancellations must be received in writing to giulia.vigo@exedra.boscolo.com. Cancellations received within 18th of March 2018 no penalty will be charge

Cancellations received within 19th March till 30th April 2018: Penalty charge of 90% on the booked nights.

Cancellations received after 01st of May 2018: Penalty charge of 100% on the booked nights.

In case of No-show or late arrival/early departure, the hotel will keep a penalty equal to 100% of the value of the cancelled room-nights.

**PAYMENT TERMS**

***Deposit of 60% of the booked nights will be charged on your credit card upon confirmation of your reservation. Final settlement directly upon departure*** *(during the check-out). In case of no-show / early departure, the full amount of your stay will be charged to the credit card used to hold the reservation.*

In order to secure your booking, please enter your credit card details:

Credit Card *(please select one):*  VISA MASTER CARD AMERICAN EXPRESS

Credit Card Number:………………………………………….. Expiry Date: ………………………………………….. Card Holder’s Name:…………………………………………..

I will be individually responsible for payment of my own room, taxes and incidental charges. Any services used and not paid upon check out will be charged to my credit card after departure.

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Signature of authorization for the Hotel to settle with the above mentioned credit card 50% deposit, cancellation/no show fee and balances regarding this reservation.

**REGISTRATION TERMS**

Please be informed that we can only accept a reservation at the special group rate done through this registration form. Each reservation has to be guaranteed by credit card which will be charged in case of cancellations and no-shows.