



Reservation Form

Hyatt Regency Belgrade looks forward to having you as a guest during the

12th EFLM SYMPOSIUM FOR BALKAN REGION

25-27 May 2016

This reservation form should be used to secure a room. Should you require a room outside the dates, hotel's Reservations Department will advise you of availability and rates and all reservations will be accepted subject to availability at the best rate available at that time. Listed below are the current best prices for "12th EFLM SYMPOSIUM FOR BALKAN REGION" participant's accommodation. Number of rooms under below proposed special rate is limited. We kindly request you make the reservation by no later than the 30th April 2016. All reservations after subject to availability.

Room requirements (please tick)

Number of rooms required

<input type="checkbox"/> King Room – Single Use 80 EUR	<input type="checkbox"/> King Room – Double Use 95 EUR	<input type="text"/>
<input type="checkbox"/> Twin Room – Single Use 80 EUR	<input type="checkbox"/> Twin Room – Double Use 95 EUR	<input type="text"/>

Particular Requirements: *Non-Smoking*

Rates are per night and include breakfast and internet. Rates do not include VAT (10%) and tourist tax (EUR 1.5 p.p.).

Name: Position/Title:

Company:

Address:

City: Post Code: Country:

Phone: Fax:

e-mail:

Reservations should be made using this form or by entering rate code **G-HJKU** on the web page belgrade.regency.hyatt.com. **No reservations will be confirmed nor guaranteed unless credit card details are supplied.** PCI (Payment Card Industry) standards are in place, please when sending reservation form provide reservation guarantee (credit card details) by contacting Reservation department by phone or by Authorization Form provided.

In the event that confirmed reservation fail to check-in (No show), penalty of full length stay will be charged on provided reservation guarantee.

Cancellation of the reservation can be done by May 10th, 2016 without penalty. If cancellation is done after May 10th, 2016 penalties are charged full length of confirmed/guaranteed stay.

Please send this form to the attention of:

For Hotel Use:

Hyatt Regency Belgrade
Reservation Department
Milentija Popovica 5, 11070 Belgrade, Serbia
Telephone: (381) (11) 301-1234
Fax: (381) (11) 311-4758
E-mail: reserve.hrbelgrade@hyatt.com

Confirmation number: _____

ROOM BLOCK: **HJKU**

Comments: _____

Please note that any changes made to your reservation have to be notified in writing to the hotel at the following address reserve.hrbelgrade@hyatt.com

CREDIT CARD AUTHORIZATION FORM

Hotel: Serbia – Hyatt Regency Belgrade

**Hyatt Place and Hyatt Summerfield Suites do not accept this form*

Individual/Reservation/Group or Event Name:

Reservation Confirmation Number:

Arrival or Event Date(s):

Credit Card Billing Address:

City / State / Zip / Country:

Contact Phone Number:

**I hereby authorize the following charges to be applied to the following credit card.
Check all that apply:**

- | | | |
|--|--|--|
| <input type="checkbox"/> Room & Tax | <input type="checkbox"/> Only Specific Incidentals | <input type="checkbox"/> Gift Certificates |
| <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> All Banquet Charges | <input type="checkbox"/> Guest Amenity |
| <input type="checkbox"/> All Incidentals | <input type="checkbox"/> Resort Services Fee | <input type="checkbox"/> Parking |
| | <input type="checkbox"/> Other - see comments | |

**I hereby authorize the following amount be applied to the
credit card (applicable sales tax and service charges may apply):**

Comments:

**The credit card listed below may be billed for the estimated charges Ten (10) days prior to
event/reservation date.**

Credit Card Number:

Name on Card:

Expiration Date:

Phone Number:

Signature on Card Holder: _____ **Current Date:**

**Please fax this completed form to:
Hotel Fax #: +381 11 311 47 58**

For a list of all hotels and their contact information, please visit: <http://www.hyatt.com/hyatt/site-map.jsp>
All information is kept confidential and used only for the purposes as noted above.