



**RESERVATION REQUEST FORM
LEOPOLD HOTEL**

**Reference Code: 13788
ICPHSO**

Att. Christine Gruwé or Lisiane Wattier
Luxemburgstraat 35,
Rue du Luxembourg 35,
B-1050 Brussels, Belgium
Tel : +32 2 511 18 28
Fax: +32 2 514 19 39

E-mail: reservations@hotel-leopold.be
Web site: www.hotel-leopold.be
BTW/TVA: BE 419.150.757
RCB/HRB:53.302
KCB:453-6245201-43

- **Rooms have been blocked for the dates of November 17 – 20, 2008.**
- **All reservations must be made prior to October 20, 2008 in order to secure the ICPHSO negotiated discounted rate.**
- **Reservation requests made after October 20th will be based on availability and the ICPHSO rate will not be guaranteed.**
- **Please complete this form and fax it to +32 2 514 19 39, or email to the address indicated above.**
- **You will receive a reply/confirmation by return fax or e-mail.**

ARRIVAL DATE
DEPARTURE DATE
OF NIGHTS

GUEST NAME
YOUR FAX NUMBER
YOUR TEL NUMBER
YOUR EMAIL ADDRESS
YOUR COMPANY NAME

GUARANTEE: All reservations must be guaranteed with full credit card details.
Any reservation request without a credit card will be rejected.

TYPE CREDIT CARD
NUMBER
EXPIRY DATE

ROOM TYPE: Bloc booking for: 25 standard rooms
ROOM RATE: Single Occupancy - Standard Rooms - 160 Euro per room per night
Double Occupancy – Standard Rooms - 180 Euro per room per night

These net rates include VAT, city tax and cold warm buffet breakfast.

CANCELLATION POLICY :

- Any cancellation should be communicated (by fax or mail) no less than 2 working days prior to the arrival date. (before 1 pm)
- No shows and late cancellations are charged at 100 % of the 1st night.

SIGNATURE :

DATE :