



## HOTEL METROPOLE ROOM REGISTRATION FORM - **INDIV BOOKINGS**

**Please fill out this form in CAPITALS and send it to the reservation by fax or email before**

Fax : +32-2-218 02 40                      Tel : +32-2-214 24 25 or +32-2-214 24 26  
Email : resa@metropolehotel.be

**Booking Code: ENTSO-E**

LAST NAME: .....

FIRST NAME: .....

BIRTH DATE: ..... PLACE OF BIRTH: .....

PASSPORT NUMBER (in capitals): .....

TELEPHONE/FAX: .....

E-MAIL: .....

ARRIVAL DATE: ..... TIME: ..... (CHECK-IN TIME IS 3:00 pm)

DEPARTURE DATE: ..... TIME: ..... (CHECK-OUT TIME IS 12:00 noon)

**Please tick and circle the appropriate box / preferential rates not applicable during black-out dates:**

- Superior room, single occupancy at **149€** including breakfast and city taxes
- Superior room, double occupancy at **177€** including breakfast and city taxes
  
- Privilege room, single occupancy at **179€** including breakfast and city taxes
- Privilege room, double occupancy at **207€** including breakfast and city taxes

**Guarantee by credit card:**

Your reservation will be kept for late arrival. In case of a no-show or cancellation after 6pm before the arrival date, a one night charge will apply.

VISA                      MASTERCARD                      AMERICAN EXPRESS                      DINERS CLUB

Credit Card Number: \_\_\_\_\_

Credit Card holder's Name: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

After this date the hotel will not be able to guarantee availability and reservations will be made on a space and rate availability basis.

Reservations can only be confirmed with a valid credit card number and expiry date.

In case of no-show, the Hotel Métropole is entitled to cancel the remainder of your reservation without prior notice.

If you check out prior to the booked departure date, the Hotel Métropole is entitled to charge you for one extra room night.

The number of rooms held for the conference participants is limited. After the set deadline, all remaining rooms will be released. In order to obtain the contracted conditions, we advise you to book as early as possible.

In case the contracted room block has been entirely allocated the contracted rates cannot be guaranteed.

**After sending this document, you will receive a confirmation of your booking (via our Reservations Department). Please note that your passport number will be asked again upon check-in.**