

**Van der Valk Hotel Utrecht**

Winthontlaan 4-6 · 3526 KV · Utrecht · The Netherlands

Attn. Sales department Groups, Meetings &amp; Events

E-mail: [sales@utrecht.valk.nl](mailto:sales@utrecht.valk.nl)**Booking form**Universiteit Utrecht 5<sup>th</sup> till 9<sup>th</sup> of November 2018, reference UTR-GF5597**First and last name** : \_\_\_\_\_**Address** : \_\_\_\_\_**Company name** : \_\_\_\_\_**Phone number** : \_\_\_\_\_**E-mail address** : \_\_\_\_\_**Number of Persons** : \_\_\_\_\_ **Nationality** : \_\_\_\_\_**Arrival date** : \_\_\_\_\_ **Departure date** : \_\_\_\_\_**Room**  **Single room, breakfast included € 165,- ex. city tax.****Credit card number** : \_\_\_\_\_ **Expiration date:** \_\_\_\_\_ / \_\_\_\_\_**Credit card holder** : \_\_\_\_\_**Special requirements**

I confirm that all the above information is valid and correct. We will inform Van der Valk Hotel Utrecht of all amendments. I understand that this reservation is not confirmed until Van der Valk Hotel Utrecht confirms with a booking number. Reservations can be made until **01-10-2018**. After this date the hotel cannot guarantee a hotel room.

**Cancellation terms and conditions**

On receipt of your credit card details your booking will be confirmed. In case that you should need to cancel your reservation, no charges shall be charged when we receive your cancellation prior to **22-10-2018, 12:00 PM**. Shall you cancel after this date you will be charged one night's cancel. Card details provided to guarantee your reservation.

**Signature****Date**