

**Reservation Request Form (24 – 28 October 2010)**

**Please note – the reservation request form is not the booking confirmation. Please fill in the reservation request form and send to the Hotel by fax +7 495 253 20 51 or via email [reservations@crowneplaza.ru](mailto:reservations@crowneplaza.ru)**

**Please be informed the reservation is subject to Hotel availability.**

NAME, TITLE:

DATE OF ARRIVAL

DATE OF DEPARTURE

PHONE NUMBER

FAX NUMBER:

EMAIL

ROOM WILL BE HELD FOR LATE ARRIVAL ONLY IF GUARANTEED.  
CHECK-IN TIME IS 2:00 P.M  
EARLY CHECK-IN IS PROVIDED UPON AVAILABILITY.  
CHECK-OUT TIME IS 12:00 HRS. (NOON)  
CANCELLATION POLICY IS 24 HOURS PRIOR TO THE ARRIVAL.

**Please mark your preferred room category**

**Standard Single/Double Room – 5000 rubles per room per night. Room rates exclude 18 %VAT.**

**Full buffet breakfast is available at 1 200 rubles per person extra including 18% VAT.**

**Please mark your special requests**

**Smoking Room**

**Non Smoking Room**

**King Bedded Room**

**Twin Bedded Room (for standard room only)**

**Please Note: Only guaranteed reservations accepted. Please fill in the form below. The form is not valid without photocopy of both sides of the credit card and card holder's ID**

**Agreement – confirmation for credit card payment**

I, \_\_\_\_\_ hereby authorize Crowne Plaza Moscow World Trade Centre to charge in Rubles my \_\_\_\_\_ credit card, number \_\_\_\_\_

Expiry date \_\_\_\_\_ with the following charges:

One room night + VAT (18%) in case of late cancellation (cancellations made in writing 24 hours prior to arrival date are not charged), in case of no-show or guest being late for the arrival date

In case visa support is required - 1500 rubles for visa support services charged only in case of cancellation or no-show for the arrival date and one room night + VAT (18%) in case of late cancellation (cancellations made in writing 24 hours prior to arrival date are not charged), in case of no-show or guest being late for the arrival date.

For the following guest (s) \_\_\_\_\_

**Please attach a photocopy of both sides of the credit card and card holder's ID**

For visa support please fill in:

Second person visa support (if needed):

Date of birth \_\_\_\_\_

Date of birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Citizenship \_\_\_\_\_

Passport N \_\_\_\_\_

Passport N \_\_\_\_\_

**Date \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_**

**On arrival credit card should be presented to guarantee accommodation and extras  
Hotel Reservation department phone +7 495 258 21 22**