**Reservation Form for Vostock Capital**

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please send the completed form to The Biltmore Hotel Tbilisi to the following address: beso.goginava@biltmorecollection.com or call directly +995 558 50 57 57

**Reservation Details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| Arrival Date and Time |  |
| Departure Date and Time |  |
| **Deluxe Single** – USD 150 excluding 18% VAT and including breakfast |  |
| **Deluxe Twin Double**  – USD 170 excluding 18% VAT and including breakfast |  |
| **Premium Single** – USD 180 excluding 18% VAT and including breakfast |  |
| **Premium Double** – USD 210 excluding 18% VAT and including breakfast |  |
| **Junior Suite Single** – USD 250 excluding 18% VAT and including breakfast |  |
| **Junior Suite Double – USD –** USD 280 excluding 18% VAT and including breakfast |  |
| **Executive Suite Single** – USD 300 excluding 18% VAT and including breakfast |  |
| **Executive Suite Double –** USD 330 excluding 18% VAT and including breakfast |  |

### Above rates are exclusive of 18% VAT, per night and inclusive of breakfast in All Day Dining restaurant, free access to Spa Centre and wireless internet

# **Check-in / Check-out Time:**

* Check-in time is at 15:00 PM and Check-out time is 12:00 noon.
* Early Check-in and Check-out requests will be confirmed upon availability.

**Cancellation policy:**

Until **January 15th, 2016** - the whole, or part thereof, of the reservation may be cancelled without a cancellation fee being charged.

Between **January 16th, 2017** and **January 31st, 2017** - any cancellation will be subject to a cancellation fee equal - one hundred percent (100%) of one room night.

From **February 1st, 2017 to the first scheduled arrival date**, any cancellation will be subject to a cancellation fee equal one hundred percent (100%) of the contracted rate multiplied the number of cancelled room nights.

Deadline of the booking is - 31st January, 2017

**Cardholder Information**

|  |  |
| --- | --- |
| Name as it appears on the credit |  |
| Card Type |  |
| Card Number |  |
| Expire Date |  |
| CVC Code |  |
| Card Holder’s Phone Number |  |
| Approved Charges – Room only, All charges, Room and Breakfast |  |

I certify that all information is complete and accurate. I hereby authorize The Biltmore Hotel Tbilisi to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

|  |  |
| --- | --- |
| Cardholder name:  |  |
|  |  |  |
| Cardholder signature: |  | Date: |  |

Privacy:  We respect the privacy of all personal information that you provide to us.  The information you provide on this form will be used only to allow us to properly process payments you have authorized.  This information will be maintained at the property, as well

as in our centralized computer systems. If you should have any privacy related questions or concerns please contact the hotel or send an email to sales.bhtg@biltmorecollection.com