

Island of San Servolo – Venice – Italy

Name of event : "VALUETOOLS"

Date of event: December, 5th- 7th, 2017

ACCOMMODATION FORM - SAN SERVOLO RESIDENTIAL AND STUDY CENTRE

PLEASE FILL OUT AND RETURN BY **October, 10th, 2017** TO SAN SERVOLO SERVIZI METROPOLITANI DI VENEZIA SRL

By email: reception@servizimetropolitani.ve.it

- ACCOMMODATION CANNOT BE GUARANTEED AFTER THE DATE GIVEN ABOVE -

First name _____ Last name _____

Address _____

Telephone _____ Fax _____

Email _____

No of rooms	Arrival**	Departure**	No of nights	Type of room	Price per night
				Single room	€ 60,00
				Twin room	€ 85,00

N.B.:

a) Should you want to stay at San Servolo before and/or after the event, please send mail requesting dates and booking details to: reception@servizimetropolitani.ve.it

b) The price of the room includes the 10% VAT charge but does not include breakfast.

c) Please note that the city of Venice charges a daily visitor tax of € 1.60 per person per night for a maximum of 5 nights.

d) The *San Servolo Restaurant* is open every day from 7:30 a.m. to 10 a.m. for buffet breakfast. Cost: € 7,00, including VAT.

e) The *San Servolo Cafè* is open every day from 8 a.m. to 6 p.m.

On receipt of this form we will immediately debit your credit card for the cost of the first night. **The down payment is not reimbursable**. The balance owing at the end of your stay must be settled at checkout. Please indicate your credit card details below

(American Express and Diners not accepted):

Credit Card: VISA MASTERCARD

Card number: _____ Expiry date: _____

First and last names appearing on the card: _____ Signature: _____

I have also been informed and hereby accept that:

- a) Available rooms will be assigned on a first-come-first-serve basis. If the type of room requested is not available, a room of a different type will be assigned at the prices indicated above.
- b) 90 – 55 days before arrival – no penalties are applied for the cancellation up to 20 % of the total number of roomnights. For the cancellation over 20 % - penalty of 60% for the entire budget cancelled. 55 – 30 days before arrival – no penalties for the cancellation up to 10 % of the total number of roomnights. For the cancellation over 10 % - penalty of 60% for the entire budget cancelled. 30 – 7 days before arrival – for the cancellation over 5 % - penalty of 60% for the entire budget cancelled. Cancellations received 7 days prior to the event and/or no-show and/or curtailment of stay after check-in at the Residential and Study Centre shall trigger a penalty of 100% of the cost of the accommodation booked. Client furthermore acknowledges and hereby accepts that it shall be under the obligation to reimburse San Servolo Servizi for any eventual damage to the guestrooms, furniture and furnishings that comes to the notice of the Centre’s staff.

DATE _____

SIGNATURE _____