



Group Booking Form

Group/Sponsor Name: _____ **Date:** _____

Please fill in the number of rooms that you are requesting for each day in the table below.

Type of Room	Rates SGL/DBL	13-Jan-19	14-Jan-19	15-Jan-19	16-Jan-19	17-Jan-19	18-Jan-19	19-Jan-19	20-Jan-19	21-Jan-19	Total
Standard	1195/1395 DKK										
Large Standard	1195/1395 DKK										
Totals:											

***Reservations may be requested for Junior Suites and Executive and Deluxe rooms. Only a limited number of these rooms is available, and they will be offered on a first-come- first-served basis. Please note that room rates may vary from the standard group rate. You will be notified after the rooming list is prepared if these types of rooms have been assigned.**

Booking method: The groups will be booked via rooming list with specific terms and conditions agreed with a contract between the parties. The hotel should receive the rooming list for the reserved number of rooms as well as any further specific services required in the requested format (excel template) no later than 21 days prior to first arrival date, on the dd-mm-yyyy, latest 12 o'clock noon CET



**AC HOTEL BELLA SKY
COPENHAGEN**

Billing Instructions

Company: _____

Contact person: _____

Address: _____

Country: _____

VAT Tax: _____

Phone: _____ **Email:** _____

Payment via Credit card – Option 1

I authorize the **AC Bella Sky Hotel** to charge the full reservation amount to guarantee the group reservation to the following Credit Card provided by: _____

(Add Company Name)

Credit card number: _____

Expiration date: _____ **CVV:** _____

For Visa/MasterCard, the card security code (CVV number) is a three-digit number located on the signature panel on the back of the card. For American Express cards, it is a four-digit number printed on the front of the card above the account number.

Name of the card holder: _____

Amount (25% VAT included): _____

Signature: _____

Attach a copy of the credit card (back and front) as well as a copy of the cardholder's passport.

Payment via Bank Transfer – Option 2

Prepayment:

Prepayment/Deposit: 100% prepayment by client, according to the schedule below (180 days). A pro forma invoice will be sent directly from the hotel in due time.

Deposit	%	Deposit Required	Due Date	Deposit Paid	Amount Due	Description
Rooms	50	DKK				50% at time of booking
Rooms	50	DKK				50% 3 months prior to arrival

Depending on the size of the group and the number of nights booked, the hotel reserves the right to adjust the amount of the deposit and the number of instalments requested.

If cancellation fees apply, the prepayment will be deducted to include any cancellation fees as stated below under “Reductions/Cancellations”. Failure to pay the deposit as stipulated by the agreed terms of payment will be regarded as a cancellation of the reservation under the “cancellation terms and conditions”.

Invoices are payable as stated in the document. All amounts not paid by their due date will automatically incur penalties and interest in accordance with Danish law and regulations from the time they fall due, in favour of the Hotel and without any formal notice. Any disagreement regarding an invoice should be stated in writing and acknowledged by the hotel within 10 days of receipt.

Reductions/Cancellation:

Up to 6 months prior to arrival no more than 10% of the actual reservations per day may be released. After 6 months, payment of all reservations is taken in full; at that time reservations are non-cancellable and deposits are non-refundable.

In case of a no-show, delayed arrival, or early departure, the hotel is entitled to compensation equivalent to the full price of the final reservation made.

All prices are stated in Danish Kroner.