# Group Authorization 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 | 15-Jan-19 | 16-Jan-19 | 17-Jan-19 | 18-Jan-19 | 19-Jan-19 | TOTAL |
| Standard | 560/1395 DKK |  |  |  |  |  |  |
| Commodore | 645/1395 DKK |  |  |  |  |  |  |
| Total: |  |  |  |  |  |  |

Only a limited number of rooms is available, and they will be offered on a first-come, first-served basis. Breakfast is not included in the room rate. If you choose to purchase breakfast the cost is DKK 75 per person, per day.

## Billing Instructions

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VAT Tax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Payment Form (to prepay the reservation)

I authorize the **Cabinn Metro** 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

**Prepayment**
Prepayment/Deposit: 100% prepayment by client, according to the schedule below (90 days). A pro forma invoice will be sent directly from the hotel in due course.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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, they will be deducted from the deposit as stated below under “Reductions/Cancellations”. Failure to pay the deposit as stipulated under the payment agreement will be regarded as a cancellation of the reservation under the “cancellation terms and conditions”.

Invoices are payable as stated in this document. All amounts not paid by the due date will automatically incur penalties and interest in accordance with Danish law and regulations from the time they are due, in favour of the hotel and without any formal notice. Any disagreement regarding an invoice should be stated in writing, and will be 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 for all reservations will be collected 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 amount of the final reservation. **All prices are stated in Danish Kroner.**

**Please return completed form to** **groups@neurotoxins.org**

CABINN METRO

Arne Jacobens Allé 2 – 2300 Copenhagen S

CABINN A/S - CVR-nr. 28 89 66 62