

CONFIRMATION

INFORMATION

Name of event:

Company:

Contact Person:

Address:

Telephone:

E-mail:

ROOMS

Arrival:

Departure:

Nights:

Persons:

Room contingent		
number	Room category	Rate per person / night
	Superior Double room for single use	
	Superior Double room	

The above mentioned rates are in Euro, net hotel, per person and night and including the following services:

- Overnight stay in Superior room with air condition, SAT-TV, flat screen, mini bar (extra charges), safe deposit box
- Extensive breakfast
- Free entrance into our Vitality Club (800 sqm with sauna, steam bath, gym etc.)
- Free Internet W-Lan & Highspeed all over the area
- Free landline phone calls
- All service charges and taxes included, excluding local tax (€ 1,40 per person/night)

MEETING

General Information:	
Date:	
Schedule:	
Number of persons:	
Meeting rooms & Equipment:	
Meeting rooms:	
Setting/equipment:	

COSTS

<i>Number</i>	<i>Item</i>	<i>Price per pce.</i>	<i>Total amount</i>

The final number of persons for the catering has to be given to the Hotel at the latest **3 working days before the event**. If the hotel does not receive this information for the catering on time, the number of persons mentioned above will be charged.

In case of a delay, the agreed mealtimes (according to the process protocol), € 36.00 per started hour and employee will be charged from a timing variation of 30 minutes.

The offer includes the working hours of all kitchen and service employees till 02.00 o'clock at the latest of the next day. Afterwards, € 36.00 per started hour and employee will be charged.

Additional ordered drinks, which haven't been agreed in the contract before, will be charged on the total account, without further notice. Therefore please inform your participants accordingly to avoid any inconveniences.

Parking

Parking fees will be taken over from the organizer and will be calculated on the total account.

Parking fees will be taken over from the participants themselves and will be paid after the event/check-out at the reception's desk.

Terms of Payment

All items mentioned in the contract will be covered by the contracting partner. All extras (e.g. mini bar, telephone, dry cleaning, etc.) have to be paid by the guests directly.

The invoice will be sent to the address mentioned on page 1 and must be paid at the latest 14 days after the date of invoice due net.

Cancellation Terms

EVENT

Cancellation free of charge of the entire booking is accepted until 45 days prior to the event date. Afterwards the following cancellation fees based on the items and services ordered will be charged:

44 - 22 days prior to the event	30 % of total amount
21 – 14 days prior to the event	50 % of total amount
14 – 8 days prior to the event	70 % of total amount
7 days or less prior to the event	90 % of total amount

The definitive participant number (max. 10% of divergence of the booked number) should be announced to the hotel at the latest 3 days before event in written form. Otherwise the personal number agreed in the contract is valid for gastronomic achievements for the calculation.

HOTEL ROOMS

Up to 45 days before arrival all rooms can be cancelled free of charge. Afterwards, following cancellation costs will be charged:

44 - 22 days before arrival	30 % of total amount
21 – 14 days before arrival	50 % of total amount
14 – 8 days before arrival	70 % of total amount
7 days or less prior to the event	90 % of total amount

By Cancellations 1 day before arrival, or „No shows“, a cancellation fee of 100% of the agreed room rate will be charged for every room for the whole stay.

Reservations, cancellations and changes (e. g. , name changes, changes of the arrival and departure time etc.) will be needed in written form.

Please provide a complete name list until 7 days before arrival, otherwise a wish-appropriate accommodation cannot be guaranteed.

General Terms & Conditions

The hotel reserves the right to claim for damages caused by guests of the contracting partner.

Austrian justice is considered. Jurisdiction is Villach. The Holiday Inn Villach, Congress Hotel Villach Betriebs GmbH, business conditions are considered.

The contact should be returned stamped and signed latest 3 days before the event will take place.

Datum: 31.10.2016

HOLIDAY INN VILLACH
Congress Hotel Villach Betriebs GmbH

Stamp & Signature

Stamp & Signature