

**UCLG World Council
FLORENCE 9-11 December 2011**

HOTEL BOOKING FORM
To fill in completely and send back to:
 ENIC Srl - Piazza Adua 1/d - 50123 Firenze
 Tel +39 055 2608941 Fax +39 055 2608948
 E-mail: alessandra@enic.it

TO BE SENT BEFORE AND NO LATER THAN 03 NOVEMBER 2011

Surname _____ Name _____

Title: _____

Organization/Local Government: _____

Address _____

City _____ Country _____

Phone _____ Mobile phone _____ Fax _____

E-mail _____

HOTEL CATEGORY	DOUBLE ROOM	Select the Hotel of your choice	SINGLE ROOM	Select the Hotel of your choice
***** STARS				
Westin Excelsior	Euro 236,5		Euro 220	
St. Regis	Euro 269,5		Euro 253	
****STARS				
Grand Hotel Baglioni (MAIN HOTEL)	Euro 164		Euro 138	
Cerretani	Euro 120		Euro 110	
L'Orologio	Euro 200		Euro 170	
Minerva	Euro 154		Euro 139	
Palazzo dal Borgo	Euro 150		Euro 130	
Santa Maria Novella	Euro 200		Euro 170	
*** STARS				
Club	Euro 115		Euro 95	
Machiavelli	Euro 109		Euro 99	
Rosso 23	Euro 120		Euro 100	
Universo	Euro 110		Euro 90	

- All selected hotels are walking distance from the meetings venue (5/10 minutes).
- The prices mentioned above apply for one room/one night and include breakfast, taxes and services fees.
- Visitor tax excluded and to be paid upon hotel check-out (5 euros per day in 5-star hotels, 4 euros per day in 4-star hotels, 3 euros per day in 3-star hotels).

HOTEL BOOKING

Date of arrival _____ Date of departure _____ Hotel category _____

Smoking /Non smoking _____ Special dietary needs _____

N. Double room _____ x first night deposit of € _____ + € 15,00 (agency fee) Total € _____
 N. Single room _____ x first night deposit of € _____ + € 15,00 (agency fee) Total € _____

**TOTAL AMOUNT € _____
(the amount is net of all bank expenses)**

PLEASE NOTE: The deposit will be counted towards the final hotel bill upon payment of balance and on provision of the voucher sent by Enic following confirmation of the reservation. The hotel will issue the invoice/receipt for the amount of the full stay. The hotel accommodation will be provided according to availability. Hotel rooms will be assigned in chronological order in function of when requests are received.

**UCLG World Council
FLORENCE 9-11 December 2011**

PAYMENT The payment will be possible via the following processes:

Bank transfer (Please attach a copy of the Bank receipt including detail of payment concept) to:
ENIC Srl c/o Banca di Cambiano Firenze Italy IBAN IT 53 W 08425 02800 000030568588 CRAC IT 33

Credit card: VISA MASTERCARD EUROCARD

Card number _____ CV2 Security Code _____ Expiration date _____

Card holder _____

I authorize to debit my card of the amount of Euro _____ to cover the total expense as indicated in the present form.

Date _____ Signature _____

CANCELATION POLICY

Reservation cancellations will be processed only if communicated in writing to alessandra@enic.it

- For cancellations communicated **before 30 October 2011**, a 50% penalty will be applied to the deposit, in addition to a 15 Euros agency fee for administrative expenses. The deposit will be returned following the end of the meetings.
- For cancellations communicated **between 30 October 2011 and 15 November 2011**, a full penalty will be applied, in addition to a 15 Euros agency fee as a penalty expense.
- For cancellations communicated **after 15 November 2011 and the case of a No-show**, the total charge of the stay will be applied, in addition to a 15 Euros agency fee.

I hereby authorize to charge the aforementioned penalty amounts to the following credit card:

******* Credit card: VISA MASTERCARD EUROCARD

Card number _____ CV2 Security Code _____ Expiration date _____

Card holder _____ Euro _____

Date _____

***** Compulsory information for all reservations (payment by bank transfer included)**

Forms received without payment will not be processed

PRIVACY DISCLAIMER

I hereby authorize the use of my personal data under the terms allowed by the D. Lgs. 30 giugno 2003 n.196

Date _____ Signature _____