

**Hotel Booking Form – 52nd CEEC Scout Group Meeting**

**03-06 October 2019 – Ankara, Turkey**

To make a reservation at DIVAN ANKARA HOTEL please return this form to the contact stated at the end of the document.

**Contact Name:**

**Guest Name (if different from above):**

**Phone:**

**Fax: Email:**

**Contact Details**

**Dates of Stay:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check In** |  | **Check Out** |  |

**Single** **[ ]  (Euro 60) Double** **[ ]  (Euro 68) *Prices per room per night including breakfast but, excluding VAT.***

Second Guest Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Credit Card Information:**

Credit Card Type: Visa [ ]  Mastercard [ ]  American Express [ ]

Credit Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exp. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card holder name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Special Requests:*(please note that whilst we attempt to satisfy all requests, we are unable to guarantee prior to arrival)* |

**PLEASE SEND THIS FORM DIRECTLY TO EMAILS:**

burak.ozturk@divan.com.tr bora.sak@divan.com.tr

baran.koprulu@divan.com.tr kiymet.karsavuranoglu@divan.com.tr

<https://www.divan.com.tr/divan-ankara/en>

# CANCELLATION / CHECK-IN & CHECK-OUT / EARLY DEPARTURE & LATE CHECK OUT PROCEDURES:

* All reservations are guaranteed until 4:00 PM on arrival date. For arrivals after 4:00 PM, the Hotel requires a guests’ credit card or a letter from the company in order to guarantee the reservation.
* No fee will be charged for CANCELLATIONS until 4:00 PM on the day of arrival. If a guaranteed reservation is cancelled after 4:00 PM, no-show fee will be charged for the first night with the contracted room rate.
* CHECK-IN should be conducted after 2:00 PM and CHECK OUT must be completed by 12:00 noon.
* There is no penalty for an EARLY DEPARTURE if notice is given at least 24 hours in advance. In the event that notification is provided prior to 12:00 noon on the day of departure, 50% of the nightly room rate will be charged, and if notification of EARLY DEPARTURE is not provided until after 12:00 noon on the day of departure, the full room rate will be charged.
* All changes, requests and cancellations regarding to your reservations must be written. Please kindly be informed that changes, requests and cancellations are not valid until they are confirmed by the Hotel.