**RESERVATION FORM**

**INTERNATIONAL TELECOMMUNICATION UNION**

 **(December 2nd – 13th, 2013)**

**Guest Information:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please select the room type you would like to reserve:**

|  |  |  |
| --- | --- | --- |
| **Type of Room** | **Publish** | **Stays (1 - 8 nights)** |
| Simple | Doble | **Single** | **Double** |
| Deluxe single | $ 367.00 | $ 387.00 | **$ 125.00** | **$ 145.00** |
| Executive “The Level” | $ 448.00 | $ 468.00 | **$ 190.00** | **$ 210.00** |

Arrival Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ time \_\_\_\_\_\_\_\_\_\_ Departure Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_

Comments / Special Requirements \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guarantee Method of Payment**

Credit Card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date \_\_\_\_\_/\_\_\_\_\_\_

* All rooms include breakfast buffet and Wireless Internet.
* Rates apply only cited dates. Rates are in United States Dollars, and are per night.
* Rates do not include sales tax and service charges, currently 18% and 10% respectively. Sales tax will not apply to non-resident PAX as long as they show their passports at check in and the invoice is issued to the guest.
* Rates are available three (3) day pre and three (3) days post of the event. Any increase of room nights will be subject to availability.
* Exchange rate is S/. 2.90 per American dollar.
* When checking in, all group members must leave a deposit (credit card or cash) for extra consumption they may incur.
* Check-in starts at 3:00 P.M. Check-out is at 12:00 noon. Hotel does not guarantee rooms shall be available before check-in time, and guests shall leave rooms at the check-out time unless otherwise arranged with the hotel´s reception desk. Every early check-in or late check-out is subject to availability and/or an additional charge.
* **No Show,** if guest does not arrive on the date of the confirmed reservation, the hotel will apply a penalty equal to all room nights reserved and it will be charged to the credit card provided at the time of booking.
* **Early Out,** if guest leaves the hotel before the check out date, the hotel will apply a penalty equal to all room nights reduced and it will be charged to the credit card provided at the time of booking..
* **Cancelation,** once a reservation is confirmed, it is subject to a cancelation penalty.

**Please send your request via email to:** **ventas4@melialima.com.pe** **or Fax: 0051-1-411-9051**

**Contact: Pamela Canto / Group Coordinator**

**Valeria Noriega(corporate Sales Executive): valeria.noriega@melialima.com.pe**

**10/18/2013**