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# EO VALUE WORKSHOP

# ESRIN, Frascati, Italy

# 01-03 July 2019

# HOTEL RESERVATION FORM

**Hotel Reservation Forms should be returned BY FAX or EMAIL to the ESRIN Travel Office**

**Fax No. +39 06 9418 0242 / EMAIL.** **esrintravel.office@esa.int**

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| **PARTICIPANT DETAILS** |

**Mr / Ms**

**Family Name:**………………………………………………………………………………………………………………………………………………………………………………..

**First Name:**……………………………………………………………………………………………………………………………………………………………….…………………..

**Organisation / Company:**………………………………………………………………………………………………………………………………………….…………………..

**Address:**…………………………………………………………………………………………………………………………………………………………………………………………

**Telephone:**……………………………………………………………….................... **Fax:**…………………………………………………………………….……………………

**E-mail:**……………………………………………………………………………………………………………………………………………………………………….…………………..

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| **ACCOMMODATION** |

Below you find the special rates in several local hotels (see below cost of single room with breakfast) and will be reserved on a first come / first served basis. There will be a courtesy bus organised with dedicated meeting point to ESRIN and back.

Tick to select the appropriate box to book your hotel accommodation:

**\* Please note that the booking fee is 13,00€ per one booking and 37€ for more than one service through the ESRIN Travel Agency**

Type of room: **double room for single use breakfast included**

**Hotel Cacciani: □ € 74 \***

**Hotel Colonna: □ € 80 \***

**Hotel Bellavista: □ € 80 \***

**Hotel Villa Mercede: □ € 94\***

**Hotel Flora □ € 110\***

**Date of arrival**: …………………………………....... **Date of departure**:…………………………………… **No. of nights**:………………………………………..

**Mobile Number**:……………………………………………………………………………………………………………………………………………………………………………

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| **PAYMENT** |

**Payment guaranteed by credit card (type):** …………………………………………………………………………………………………………………………………

**Name of card holder:** …………………………………………………………………………………………………………………………………………………………………..

**Credit card number:** …………………………………………………………………………………………… **Expiry date**: ……………………………………………

**\* Hotel booking fee charged by ESRIN Travel Office is € 13,00; for more than one service/booking the fee will be € 37,00**

**Cancellation Policy:**

**Hotel cancellation notification should be made by fax to the ESRIN travel office – fax no. +39 06 94180242 or email** **esrintravel.office@esa.int** **– minimum 2 working days before arrival**

**By giving my credit card details I agree that my card number will be used to guarantee the hotel and taxi booking. No shows for hotel and taxi bookings will be charged to my credit card.**

**Mobile Number:** …………………………………………………………………………………………………………………………………………….…………………………….

**Signature:** ……………………………………………………………………………………………………………………………………………………………………………………..

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| **TAXI RESERVATION** |

\* **Please note that the booking fee is 13,00€ per each leg booking through the ESRIN Travel Agency**

I request a taxi to pick me up at Rome Fiumicino (Leonardo Da Vinci) Airport (to Frascati) upon arrival at a cost of € 73

**Date**………………………………… **flight number** ................................. **coming from**.....………................................ **at** .................................

**I will pay the driver directly guarantying the reservation by the below credit card.**

**There will be a 15% of surcharge from 22h00 to 06h00.**

I request a taxi to pick me up at Ciampino Airport (to Frascati) upon arrival at a cost of € 45

**Date**………………………………… **flight number** ................................. **coming from**.....………................................ **at** .................................

**I will pay the driver directly guarantying the reservation by the below credit card.**

**There will be a 15% of surcharge from 22h00 to 06h00.**

**Payment guaranteed by credit card (type):** …………………………………………………………………………………………………………………………………

**Name of card holder:** …………………………………………………………………………………………………………………………………………………………………..

**Credit card number:** …………………………………………………………………………………………… **Expiry date**: ……………………………………………

**Cancellation Policy:**

**Hotel cancellation notification should be made by fax to the ESRIN travel office – fax no. +39 06 94180242 or email** **esrintravel.office@esa.int** **– minimum 2 working days before arrival**

**By giving my credit card details I agree that my card number will be used to guarantee the hotel and taxi booking. No shows for hotel and taxi bookings will be charged to my credit card.**

**Mobile Number:** …………………………………………………………………………………………………………………………………………….…………………………….

**Signature:** ……………………………………………………………………………………………………………………………………………………………………………………..