**ACCOMMODATION RESERVATION FORM FOR participants:**

**ISHM2020**

**In Period: 24th – 28th August 2020**

* **4 stars Superior** hotel and Q-Latvia quality certificate.
* **222 guestrooms** of different categories (Standard, Business class).
* **Free of charge parking**, with plentiful space for both groups arriving by bus/coach and for individual guests coming by car.
* The hotel is located next to one of the **largest parks of Riga, Victory (Uzvaras) park**.
* **8 conference halls** with total area of 1200m² for congresses, business meetings, banquets etc.
* **11th floor panorama restaurant Le Sommet** with a summer terrace, **Park restaurant** with a summer terrace, **Lobby bar, SPA area**(sauna, steam bath and Jacuzzi), massage salon, beauty salon, souvenir shop.
* Free of charge WiFi and Fitness room is available for guest needs.



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**GUEST RESERVATION FORM**

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| **Guest Surname** |  |
| **Guest Name** |  |
| **Arrival date** |  |
| **Departure date** |  |
| **Room category:** | **Single occupancy/per night** | **Number of rooms** | **Twin/Double occupancy/ per night** | **Number of rooms** |
| **Standard** | **60.00 EUR** |  | **65.00 EUR** |  |
| **Superior** | **75.00 EUR** |  | **80.00 EUR** |  |
| **Apartment** | **90.00 EUR** |  | **100.00 EUR** |  |
| **Deluxe** | **130.00 EUR** |  | **130.00 EUR** |  |
| The above rates are per room per night and inclusive: hot and cold breakfast buffet, free 24h access to gym, free WiFi, VAT. |
| **E-mail address and phone number** |  |
| **Special requests** |  |

**All rooms are equipped with: bath or shower, hair dryer, bathroom toiletries, WiFi Internet, satellite TV, telephone, mini bar, air conditioner, safe in room, coffee & tea facilities, iron & ironing board upon request in room.**

**Extra beds are available in Apartment rooms. Charge for extra bed 20.00 EUR/night. Please request when making the booking.**

**RESERVATION TERMS AND CONDITIONS**

**Please note that registration will be upon availability until the day of the Event.** We kindly ask you to send this form by e-mail to reservations@bellevue.lv or call +371 67069053. After we receive your application, we will send you confirmation for your booking.

**Guest credit card details are required to guarantee the reservation. Please enter your card details here:** <https://www.hotelbellevue.lv/form/> The card will not be charged prior to your arrival and is required only to guarantee your booking. Guaranteed booking is valid until 24:00hrs on arrival day.

The Customer shall be obligate to make all cancellations in written form by fax or e-mail. The cancellation shall be confirmed by the Hotel also in written form by fax or e-mail.

For individual travellers (1-5 persons):

**Your reservation can be cancelled without any charge until 48 h before the arrival day.** We trust in your understanding that in case of a no-show or a late cancellation we will charge your credit card for 100% of the first night stay.

For small groups (6-14 persons):

Your reservation can be cancelled without any charge 7 days before the arrival date.

We trust in your understanding that in case of a no-show or a late cancellation we will charge your credit card for 100% of the first night stay.

For group bookings the cancellation rules are as follows:

In case of cancellation of whole group 15- 50 persons:

* 30 days prior to arrival: free of charge,
* 15-29 days prior to arrival: 30% of arrangement rate,
* 8-14 days prior to arrival: 65% of arrangement rate,
* less than 8 days prior to arrival: 100% of arrangement rate.

50% payment 30 days before arrival date and other 50% 10 days before arrival date.

Should the amount of the booked rooms be reduced later than 7 days before the arrival date of the group, the Customer has to pay 1st night of the booking in accordance with the above mentioned prices.

In case of no-show 100% of arrangement rate will be charged for the 1st night.

 **We are looking forward to welcoming you at Bellevue Park Hotel Riga and we hope you will enjoy your stay!**

**www.hotelbellevue.lv**