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*I will be attending the “INPACT 2012” meeting taking place in Hotel HF Fénix Lisboa \*\*\*\* between 24 and 26 May 2012.*

*I Would like to make my reservation as follows:*

**Guest Information:**

**Name and Surname :**

**Arrival Date :**

**Departure Date:**

**Number of guests per room :**

**Type of Room:** **Single Occupancy**

*Eur 85,00 per room per night with Breakfast inclueded*

*( rate based on 1 person per room)*

**Twin Occupancy**

*Eur 91,00 per room per night with breakfast included*

*( rate based on 2 people per room – room with 2 Beds)*

**Email or fax contact for confirmation reply :**

**Credit card number:**

**Expiration date:**

**CVC Code***( last 3 digits on the back of the card):*

**Information to the Guest :**

*The reservation requested will always be subjected to the presentation of the data above requested and of our availability on the moment of the request*

*To all confirmed reservation the following* ***Cancellation Policy*** *will be applied*:

* *Reservation confirmed by the Hotel can be canceled until 48H before arrival without penalty.*
* *Reservations confirmed by the Hotel that are canceled in a period of time inferior to 48H before arrival will be penalized in the value of the 1st night, charged to the credit card informed.*
* *In case of “ No-Show” the Hotel will charged the credit card informed with the total value of the Stay*.

***Reservation Guarantee:***

* *Reservations will only be considered as confirmed with presentation of valid Credit card information.*
* *Reservations requests without information of credit card will not be accepted by the Hotel.*
* ***48H before arrival the Hotel Will charge the credit card informed with the value of the 1st night.***

*I authorize the utilization of my credit card information as a guarantee for my reservation as well as the charge of the 1st night. Remaining payment will be taken upon check in at the hotel. I understand that my reservation is subject to the policies above mentioned.*

*Signature and date*

**Please use the Following contact for confirmation of your reservation or for any change our cancellation:**

**Contact: Isabel Ribeiro**

**Email: booking.lisboa@hfhotels.com**

**Fax: +351 21 388 5351**