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## RESERVATION FORM

CAPSCA Group  
September 15<sup>th</sup> to 18<sup>th</sup>, 2015  
**Block Code: DM9**

### Room Special Rates for Group:

#### **Deluxe Accommodation**

<b>Single Occupancy</b>	USD\$75.00 + 10%
<b>Double Occupancy</b>	USD\$85.00 + 10%
<b>Triple Occupancy</b>	USD\$95.00 + 10%

A surcharge of US\$20.00 applies per 4<sup>th</sup> person in a room / per night.

#### **Room Rate includes:**

- Breakfast Buffet in the Canal View Restaurant
- Wireless Internet

Hotel room rates are subject to applicable local taxes (10% ITBMS) in effect at the time of check in. The Hotel will be applying \$ 2.00 USD per night, per room for Housekeeping Bellmen. There is no extra fee for children under 12 years of age when sharing with parents.

Maximum number of guests per room is three adults or 2 adults and 2 children (under 12 years). The hotel cannot guarantee any additional beds or sleeping beds or sleeping's accommodations for the contracted room types including suites.

Rates per room, per night in USD. Please note that **check-in** is possible as of **3:00 p.m.** and **check-out** is required by **12:00 hrs noon**. Arrange directly with the Hotel should your requirements differ.

CAPSCA Group has secured accommodation on your behalf. This rate will be available until **Wednesday 26th August, 2015**

Furthermore, on **Wednesday 26th August, 2015**, all rooms and rates will be subject to the hotel's room and rates availability at the moment of request. Hotel will honor the rate for those guests who arrive 3 days prior the meeting and stays 3 days before the period established for the meeting.

#### **How to Book:**

Complete this hotel booking form and send it by fax to our Reservations Department of **HOTEL HOLIDAY INN PANAMA** to (507) 214-1002 or by email to [groups@bernhotelspanama.com](mailto:groups@bernhotelspanama.com)/[lguerra@bernhotelspanama.com](mailto:lguerra@bernhotelspanama.com) . If you have any question please contact our reservations department at (507) 340-9858 (Monday – Friday: 8:00a.m – 5:00p.m / Saturday: 8:00a.m – 12:00p.m).

#### **How to pay & guarantee your accommodation:**

All nights will be charged at the moment the reservation is requested. Guest must complete credit card information.

Changes, modifications or cancellations (including anticipated departures or late arrivals) will be allowed until **Wednesday 26th August, 2015** with a penalty charge equivalent to one night plus night, after this date or once the client has checked in, 100% of the original booking will be charged, plus any other additional dates in the event of early arrivals or extended departures.

**PLEASE FILL IN THE FOLLOWING INFORMATION:**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Accompanying person:

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Deluxe Single  Deluxe Double  Deluxe Triple

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Type of Credit Card: Mastercard  Visa  Amex

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name shown on card:

\_\_\_\_\_

Priority Club Rewards No: N°

\_\_\_\_\_

**Declaration of Consent:**

I understand and accept the cancellation clause explained above and authorize the Hotel to charge my credit card if I may incur in penalty.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_