**Registration form**

Pécs

Accommodates 55 people

**Personal data of group leader**

Name:.…………………………………………………………………………………………………………………………

Address:………………………………………………………………………………………………………………………

Telephone:…………………………………………………………………………………………………………………..

Mobile:………………………………………………………………………………………………………………………..

E-mail:…………………………………………………………………………………………………………………………

**Group details**

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| --- |
| **Details of the group**  |
| Date and time of arrival |  |
| Date and time of departure |  |
| Number of nights |  |
| Number of guests (max. 55 people) |  |
| Number of adult guests |  |
| Number of student guests |  |
| Accommodation rate per person/per night (adult) |  |
| Accommodation rate per person/per night (student) |  |
| Total price of accommodation |  |
| Type of group\* |  |
| The group has/does not have a programme schedule |  |

\*school trip, spiritual retreat, youth camp, etc.

Billing name and address, name of depositor:

(Mandatory field! Failure to provide this information will result in the invoice being billed to the above name and address):

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Note on billing:

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**Terms and conditions of payment and booking**

**1** **Booking, registration, and deposit payment:**

Bookings are made by filling in and returning the registration form. Having received a written booking, if the desired accommodation is available at the specified time, we will send you a confirmation. After the confirmation, no later than 30 days prior to your arrival, you have to pay the balance of the accommodation by bank transfer, for which we shall send you an advance payment invoice.

**For easy identification, without fail, please indicate the advance payment invoice number in the Notice for transfer section.**

**Bank transfers are payable to the following account number:**

**CIB Bank**

**10701214-67770896-52000001**

Please make available all documents related to the advance payment, as well as a list of names of group members to our colleague, upon your arrival. Should you fail to do so, we may refuse to hand you the keys. Thank you for your understanding.

**2** **Booking cancellations:**

Should you decide to cancel your accommodation or service, you have to inform us in writing.
The following cancellation fees apply:
- Up to **5 days prior to your arrival** we will refund the total amount.
- Up to **2 days prior to your arrival** we will refund **50%** of the total amount.
- Should you make a cancellation **during the two days prior to your arrival, we will not refund any of the amount you had paid**.

**3** **Amendment of services ordered:**
Should you wish to amend your booking due to a change in the number of guests or the date, it is possible to do so by advance arrangement. Amendments have to be communicated in writing, of which you shall receive an amended confirmation.

**4** **Number of guests, prices, and fees of participation:**
The accommodation may be used only by a minimum of 15 guests. Use of water, electricity, bed linen and the tourist tax are included in the price of the accommodation.

* Single rooms are available for an additional charge of 2,500 HUF/person/night.

**5 Arrival**:

Regarding your arrival, please contact szallas@pecs.egyhazmegye.hu or call +36-30-373-8900. The key to your accommodation can be obtained by showing a copy of your booking confirmation upon arrival. Checking-in is **between 14:00 and 17:00.** Should you be delayed due to unforeseen circumstances (e.g., heavy traffic, malfunctioning car, late departure), please kindly inform the caretaker on the phone number given above. Thank you.

**6 Departure**:

Checking-out time is no later than 10.00. You may amend the time of your departure only by prior arrangement with the caretaker.

**7** **Damages policy**:
Guests are fully liable to any damages caused at the accommodation. Guests are obliged to pay the ascertained damages upon their departure. Should a guest be unable to pay the damages upon departure, he/she is obliged to do so within three working days by bank transfer to the Guest House’s bank account.

**8 Acceptance of the terms and conditions**:
By sending this registration form, I declare that I understand and accept the terms and conditions of payment and booking.

**Enjoy your stay.**