**Registration form**

Domus Mariae Lelkigyakorlatos Ház (Domus Mariae Retreat Home)

**Contact information for group leader**

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

Address:……………………………………………………………………………………………………………………….

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

Mobile:…………………………………………………………………………………………………………………………

E-mail:

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**Group details**

|  |
| --- |
| **Details of the group**  |
| Date of arrival (between 14.00-18.00) |  |
| Date of departure (between 8.00-10.00) |  |
| Number of nights |  |
| Number of guests |  |
| Number of adult guests |  |
| Accommodation rate per person/per night |  |
| 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:

(Required field. If left empty, invoice will be issued 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, 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 a deposit either by bank transfer or by post. The amount of the deposit is 70% of the total price of the accommodation.

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

**CIB Bank**

**10701214-67770896-51100005**

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

Should you decide to cancel your accommodation or service, you have to inform us in writing.
The following cancellation fees apply:
- **30 days prior to your arrival** we will refund the total amount of the deposit by bank transfer.
- **Between 29-10 days prior to your arrival**, the cancellation fee is **30%** of the deposit.
- **Between 1-9 days prior to your arrival**, the cancellation fee is **50%** of the deposit.

**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, fees of participation:**
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.

**5** **Arrival:**
Regarding your arrival, please contact Zoltán Kása, the administrator of the Guest House, by phone: +36-30-500-5802. The key to your accommodation can be obtained by showing a copy of your booking confirmation upon arrival. Check-in is **between 14:00 and 18:00.** Should you be delayed due to unforeseen circumstances (e.g., heavy traffic, malfunctioning car, late departure), please kindly inform the administrator on the phone number above. Thank you.

**6** **Other expenses, payment of accommodation fee:**
We will invoice the amount payable after the deposit based on the contract signed when you check out of the Guest House. This is payable within 5 days, in the way stated above.

**7** **Departure:**
Checking-out time is no later than 10.00. You may amend the time of your departure only by prior arrangement with the administrator.

**8** **Damages policy:**
Guests are fully liable to any damages caused at the accommodation. Guests are obliged to pay the ascertained damages upon departure. Should the 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.

**9** **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.**