

# RESERVATION FORM – Host Hotel

United Forum of the Americas – February 14<sup>th</sup> to 16<sup>th</sup>, 2011

## Cost of Lodging:

ISPO has reserved for you the following special rates:

- Single Room \$ 160.00 USD
- Double Room \$ 170.00 USD
- Triple Room \$ 200.00 USD

### The Rate Includes:

- Complete Breakfast
- Wireless Internet
- Airport-Hotel- Airport Shuttle
- Bellboy's tips
- Room maid's tips
- Taxes

Check in time: 2:00 p.m.

Check out time: 12:00 noon

### Reservation requirements:

Fill out this form and fax or E-mail to Ramada Plaza Herradura Hotel's Reservation Department in Costa Rica. The Fax number is +(506) 2293-0210 the E-mail should be sent attention to: Jennifer Oviedo. Her e-mail is: [kchamorro@ramadaherradura.com](mailto:kchamorro@ramadaherradura.com)

### Group Identification Code: ISPO

Your reservation will be confirmed based on availability

For any inquiries please call at + (506) 2209-9800 Ext. 7041

### Payment and Reservation Guarantee:

The cost of one night's stay will be charge in your credit card when the reservation is requested. Changes to the reservation will be accepted without any penalty until February 1, 2011. Changes are not allowed after February 7, 2011 after the guest is registered. (Including early / late arrivals or departure).

### Penalties:

The equivalent of all nights booked in case of no-show will be applied

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

Additional guest # 1: \_\_\_\_\_

Additional Guest # 2: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Check in date: \_\_\_\_\_ Check out date: \_\_\_\_\_

### Information for airport-hotel-airport transfer:

Airline: \_\_\_\_\_ Arrival Flight Number: \_\_\_\_\_

Arrival time to San José, Costa Rica: \_\_\_\_\_ Departure Flight Number: \_\_\_\_\_

### My Credit Card details (check appropriate space):

Mastercard      VISA      Amex      Diners

Credit card No. \_\_\_\_\_ Expiration date: \_\_\_\_\_

Name of the Cardholder: \_\_\_\_\_

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

### Declaration of consent:

I understand and agree to comply with the terms stated in this document. I authorize the hotel to proceed with the charge on my credit card to confirm my reservation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

