



Hotel Reservation Form

Kindly return this form to our events department,
Email: opocp.events@ihg.com

Group Name: *ERA Meeting*

Name: _____ First Name: _____

Company: _____

Telephone number: _____ Fax number: _____

Email address: _____

Check-In (Date): _____ Check-Out (Date): _____

Arrival Time: _____

(Please note that check-in can only be guaranteed after 3:00 pm)

Requested Room Type:

Standard Room (single occupancy): € 165,00 / Night including breakfast (incl VAT)

Standard Room (double occupancy): € 180,00 / Night including breakfast (incl VAT)

Early-Bird booking discount – this rate is valid for all reservations booked until 31st of July 24. New conditions will be apply after this date

City tax is excluded – €2 per person per night.

Note: For Higher rooms categories, please contact our team through opocp.events@ihg.com

Reservation Conditions:

- **Cancellation Policy:**

- Reservation non refundable – a deposit for the entire stay is due at the time of booking.
- No Shows will be charged for the full amount of reserved nights to the provided credit card.
- Reservations Changes (does not apply to full cancellation): Any changes to the original reservation such as arrival date, departure date should be made within the above deadlines to avoid additional fees as detailed above.

- All changes or/and cancellations must be received in writing or via e-mail to opocp.events@ihg.com

HOTEL CROWNE PLAZA PORTO



GUARANTEE YOUR RESERVATION:
Reservations must be guaranteed by credit card:

Direct Credit Card – Accordingly payment conditions

Please complete all fields mentioned below regarding credit card details:

Credit Card Number	
Expiry Date	
CVV number <i>(last 3 digits at the back of the Card except AMEX which are the last 4 digits)</i>	
Authorized signature	

Or

Credit card by secure link – Advance payment

Using the reference : *ERA Meeting*

<https://pagamentos.reduniq.pt/payments/3125331/crowneplazaporto>

Please send the reservation form and the confirmation payment to the email opocp.events@ihg.com

Payment Conditions:

- Reservation non refundable
- A deposit for the entire stay is due at the time of booking

[As soon as we receive your reservation is complete, the Hotel will send you the confirmation by email.](#)

We look forward to a successful and rewarding conference. Thank you!

HOTEL CROWNE PLAZA PORTO