



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): € 170,00 / Night including breakfast (incl VAT)

Standard Room (double occupancy): € 185,00 / Night including breakfast (incl VAT)

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