



HOTEL
SANTA CLARA
CARTAGENA
Depuis 1621

HOTEL REGISTRATION FORM:

Ximena Rojas & Matt Reiter's Wedding – From May 31st to June 4th, 2017

Please send this format to: **Diana Osorio** - Meeting Planner; e-mail: diana.osorio@sofitel.com

ARRIVAL DATE: ____ / ____ / ____ / **DEPARTURE DATE:** ____ / ____ / ____ /

LAST NAME:			FIRST NAME:			
ROOM CATEGORY	NUMBER OF ROOMS	NUMBER OF PERSONS	*Single room (1 Person)	*Double room (2 people)	KING	TWIN
CLASSIC			\$ 260	\$ 280		
SUPERIOR			\$ 300	\$ 320		
JUNIOR SUITE COLONIAL			\$ 480	\$ 500		N/A
SUITE COLONIAL DUPLEX			\$ 650	\$ 670		N/A

**Special rate in USD (American Dollars)*

For residents in Colombia: Benefits: Buffet Breakfast (Served at El Claustro Restaurant) and Wifi Internet Access in all hotel areas. Do not include 16% Value Added Tax over room rate. Do not include USD \$2,5 local tax per night.

For residents Abroad: Tourist Package, exempt of tax (16% of VAT), including room, Buffet Breakfast served at El Claustro Restaurant and one (1) entrance per person to Cartagena's Modern Art Museum. Tax exemption applies for national (minimum six (6) months of foreign permanence) or foreign clients, no residing in Colombia. Do not include USD 2,15 local tax per night.

CREDIT CARD AUTHORIZATION BEFORE ARRIVAL:

I, Hereby authorize "Hotel Santa Clara S. A." to charge to my credit card:
Accommodation (Entire Stay)

Credit Card No.: VISA: MASTER CARD AMERICAN EXPRES DINER

Exp. Date: Security Code: Amount to charge (USD) : \$.....

Signature I.D. Number (Passport):

By signing this form I understand I am responsible for this charge

Please include a **copy of the credit card holder's I.D. or Passport** and a **copy of the credit card** (mandatory)

For your security, we do NOT accept third person signatures, the form must be signed by yourself.

Please notify your Bank about this charge in order to avoid any inconveniences

CANCELLATION POLICY

The Sofitel Santa Clara will accept reservations' cancellations or nights' reductions until fifteen (15) days before the arrival, without incurring penalty. All cancellations or night reductions made with less than fifteen (15) days before the arrival will be considered as a late cancellation and subject to penalty charge, equivalent to the total of room nights.

FOR OFFICE USE ONLY

Document / Bill No. _____

Requested by _____

Cleared by _____

Approved by Financial Manager _____

