# ACCOMMODATION FORM

# To be returned before 11th August 2017 to Asti Incentives & Congressi srl

Ph. +39 050 598808-541402 Fax: +39 050 0987825 – **iwa-livorno2017@aicgroup.it**

# PERSONAL DATA

#### Last Name First Name

Permanent Address

Zip-code Town Country

Fiscal Code/Vat Number

Phone number Fax number

E-mail address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date and Place of Birth

**INVOICE DETAILS**

If you need an invoice addressed to a different subject (department, university or other institution), please fill in the following section.

**PLEASE NOTE: ALL INVOICES WILL BE ISSUED BY ASTI Srl**

#### Company

#### Address Zip-code Town Country Fiscal Code/Vat Number

**HOTELS & RESIDENCES**



**APARTMENTS (Apts.)**



**USEFUL INFORMATION**



**LIVORNO CITY TAX**

According to the City Council resolution 42/2012, since 18th April 2012 Livorno introduced a **CITY TAX**, applied to NON-residents overnight staying, for a maximum of 5 consecutive nights. The tourism tax for 5\* hotel is € 3,00 per night per person, for 3\* hotel is € 1,50 per night per person, for Historical Residence is € 0,50 per night per person to be paid at the check-out.

**PLEASE NOTE**

* + All rates are in Euros, per room per night and include overnight, breakfast and VAT
	+ Rooms will be allocated on a first come, first served basis
	+ One night deposit **(not refundable)** will be requested upon booking confirmation; balance will be requested before the arrival date
	+ No reservation will be guaranteed for requests arrived after **11th August 2017.** After this date availability will be on request
	+ A written confirmation will be sent to all participants by Asti Incentives & Congressi Srl

**CANCELLATION POLICY**

* + - Any change or cancellation must be sent in written to Asti Incentives & Congressi Srl (fax +39 050 0987825 //
		 e-mail iwa-livorno2017@aicgroup.it):

 Within **25th August 2017:** penalty of first night deposit

 After **25th August 11 2017:** no refund

 **No show**: reservations will be automatically cancelled and the total amount paid won’t be refunded

**HOTEL**

Hotel (1st choice) Hotel (2nd choice)

Arrival date:

Departure date:

Total nights:

Room type □ DUS (double room single use) □ DBL (double room) with

□ TWN (twin room) with

**Amounts due** Total amount € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First night deposit € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**METHOD OF PAYMENT**

I hereby authorize Asti Srl to charge € (first night deposit) on my credit card

I hereby authorize Asti Srl to charge € (balance) on my credit card **[25th August 2017]**

□VISA □ MASTERCARD

Card Number Exp. Date CVC**\*** Cardholder

Signature

**\*** CVC code: 3 reference number behind your credit card

I hereby attach copy of bank transfer of € (first night deposit)

I hereby attach copy of bank transfer of € (balance) **[Before 25th August 2017]**

#### **Addressed to:**

Asti srl – c/o Monte dei Paschi di Siena, Lungarno Pacinotti, 9 – 56126 Pisa

IBAN IT17V0103014000000003549505 – SWIFT/BIC code PASCITMMPIS

Reference: IWA Conference 2017 + name and surname

*I hereby authorize ASTI Incentives & Congressi srl to the treatment of my personal data for all the aims*

 *related with the above mentioned congress and according to the law D.Lgs. 196/2003*

#### Date Signature