# HOTEL RESERVATION FORM

**For participants of IKAO WEEK events**

***- Please fill this form and send it by e-mail to Swissôtel Wellness Resort Alatau Almaty at:*** [***Olzhas.kenes@swissotel.com***](mailto:Olzhas.kenes@swissotel.com)

***- Copy* and specify the organizer's email address in the copies:** [**greenairports2024@caa.gov.kz**](mailto:greenairports2024@caa.gov.kz)

***To guarantee your reservation and room availability, please use both of the above addresses.* In the subject of the letter, you must specify: «*IKAO week*»**

# Guest Name:

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**Address:** .......................................................................................................………………………………

**Telephone number:** ......................... **Email Address:**...........................................

**Check-in Date:** ................................ **Check-in time**....................................……

**Check-out date:** .............................. **Check-out time:**........................................

**Room for reservation:**

* ***Classic Single 36 sq.m (king bed) KZT 65,000***
* ***Classic Double 36 sq.m (king bed) KZT 79,000***
* ***Classic Double 36 sq.m (twin bed) KZT 79,000***
* ***Deluxe Room Single 45 sq.m (king bed) KZT 75,000***
* ***Deluxe Room Double 45 sq.m (king bed) KZT 89,000***
* ***Deluxe Room Double 45 sq.m (twin bed) KZT 89,000)***
* ***Deluxe-Suite Single 60 sq.m (king bed) KZT 90,000***
* ***Deluxe-Suite Double 60 sq.m (king bed) KZT 104,000***

**The above rates include:**

* *12% VAT*
* *KZT 14,000 incl. VAT shall be charged for each additional person in a room.*
* *Breakfast (buffet) in the Quarter restaurant*
* SPA:
* Free access to PUROVEL SPA& Sport (hammam, Finnish sauna, swimming pool)

***Check-In time:*** *15:00 pm*

***Check-out time:*** *12:00 pm*

* Hotel accommodation fee for one day is charged according to the settlement hours - from 03.00 pm of the day local time to 12.00 pm of the next day. Hotel check-in is 03.00 pm and the single check-out hour is 12.00 pm.
* Guests are allowed to check-in early and check-out late, subject to availability.
* In the event of a check-in in the Hotel earlier than 03.00 pm, the payment will be charged as follows:
* Check-in earlier than 06.00 am is guaranteed only in case of reservation and payment of 100% of the room rate for early check-in.
* Check-in later than 06.00 am is guaranteed only in case of reservation and payment of 100% of the room rate for early check-in. In the event that guests check-out later than a single check-out hour, the accommodation fee is charged in the following order: until 06.00 pm after the check-out hour - the Hotel charges for half a day in accordance with the Hotel rates; after 06.00 pm the Hotel charges for a full day.

# PAYMENT FORM:

# The hotel guarantees reservations based on prepayment. If you are unable to make an advance payment, the payment method will be indicated upon check-in.

# By filling out the booking form, you assume the obligation to pay for this room.

# for prepayment, I will send a link to go and make a payment by filling in the card details.

# If it is necessary to issue an invoice for payment to the company, you must immediately write the details of the company.