

**NOVOTEL MECHELEN  
CENTRUM**

Department  
BACK OFFICE  
Kirsten Cauwenberghs

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[www.novotel.com](http://www.novotel.com)

[www.accor.com](http://www.accor.com)

## RESERVATION FORM

08-05-2018

Dear guest,

Please use this form to book your room for the KU Leuven event : Slag  
Valorisation Symposium at Mechelen.

Fill out the missing details & fax or e-mail this form **before the 1<sup>st</sup> of March 2019**  
to Novotel Mechelen Centrum to the attention of Mrs Kirsten Cauwenberghs.

**Please use only one reservation form per room!**

Name guest:

Telephone number:

Email address:

Number of guests per room (Max. 2):

Arrival date:

Number of nights:

Departure date:

Roomrate:

Single	€ 140 per night per room
Double	€ 156 per night per room
Triple	€ 172 per night per room
City tax:	€ 3.40 per night per room

**Cancellation policy:**

Reservations can be modified or cancelled till 5 days prior to arrival, otherwise an  
extra night will be charged as cancellation fee.

Extra nights can be booked upon request!

**In order to confirm your reservation, we kindly ask you to give us your credit card information.**

Without a credit card confirmation, the reservation will be automatically cancelled at 14h00 on the day of arrival.

**Creditcard number:**

**Expiry date:**

Please don't hesitate to contact us if you have any queries!

Kind regards,

Kirsten Cauwenberghs