**Island of San Servolo – Venice – Italy**

**Name of event :** Oriental Languages

**Date of event:** July 5 – July 16, 2017

**ACCOMMODATION FORM**

**to book accommodation on**

**SAN SERVOLO RESIDENTIAL AND STUDY CENTRE, island of San Servolo, Venice**

**PLEASE FILL OUT AND RETURN BY March 31, 2017 TO: sumemrschools@unil.ch in order to book accommodation on the island of San Servolo for the duration of the summer school.**

**- ACCOMMODATION CANNOT BE GUARANTEED AFTER THE DATE GIVEN ABOVE -**

**After the deadline, UNIL will forward the forms to SAN SERVOLO SERVIZI METROPOLITANI DI VENEZIA SRL, the company managing accommodation facilities on the island of San Servolo.**

**From that moment on, your reservation and payment will be managed by SAN SERVOLO SERVIZI directly, according to their own cancellation and payment policy (see below).**

**UNIL will not be responsible for any changes to room reservation occurred after the deadline.**

First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No of rooms** | **Arrival\*\*** | **Departure\*\*** | **Type of room** | **Price per night** |
|  |  |  | Single room | € 75 |
|  |  |  | Double room | € 110 |
|  |  |  | Triple room | € 135 |

**SAN SERVOLO SERVIZI POLICY**

a) Should you want to stay at San Servolo before and/or after the event, please send mail requesting dates and booking details to: reception@servizimetropolitani.ve.it

b) The price of the room includes the 10% VAT charge but does not include breakfast.

c) Please note that the city of Venice charges a daily visitor tax of € 1.60 per person per night for a maximum of 5 nights.

d) The *San Servolo Restaurant* is open every day from 7:30 a.m. to 10 a.m. for buffet breakfast. Cost: € 7,00, including VAT.

e) *The San Servolo Cafè* is open every day from 8 a.m. to 6 p.m.

**On receipt of this form we will immediately debit your credit card for the cost of the first night. *The down payment is not reimbursable*. The balance owing at the end of your stay must be settled at checkout. Please indicate your credit card details below**

**(American Express and Diners not accepted):**

Credit Card (please tick) : □ VISA □ MASTERCARD

**Card number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First and last names appearing on the card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have also been informed and hereby accept that:**

a) Available rooms will be assigned on a first-come-first-serve basis. If the type of room requested is not available, a room of a different type will be assigned at the prices indicated above.

b) 90 – 55 days before arrival – no penalties are applied for the cancellation up to 20 % of the total number of roomnights. For the cancellation over 20 % - penalty of 60% for the entire budget cancelled. 55 – 30 days before arrival – no penalties for the cancellation up to 10 % of the total number of roomnights. For the cancellation over 10 % - penalty of 60% for the entire budget cancelled. 30 – 7 days before arrival – for the cancellation over 5 % - penalty of 60% for the entire budget cancelled.

Cancellations received 7 days prior to the event and/or no-show and/or curtailment of stay after check-in at the Residential and Study Centre shall trigger a penalty of 100% of the cost of the accommodation booked. Client furthermore acknowledges and hereby accepts that it shall be under the obligation to reimburse San Servolo Servizi for any eventual damage to the guestrooms, furniture and furnishings that comes to the notice of the Centre’s staff**.**

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_