

# GUEST HOUSE DOURO

## RESERVATION FORM

After inquiring about our availability, print, fill out, and fax the form. Please note that email is not secure and the GUEST HOUSE DOURO cannot be responsible for any unauthorized use of your information. If you opt to send the information via email, it is best to send the last four digits of your card in a separate email. You may also reserve by phone.

Name: ..... Surname: ..... Nb of guests: ..... Nb of nights: .....

Arrival date: ..... Time: ..... (until 11 p.m.)

Departure date: ..... Time: ..... (after 6:30 a.m.)

Address: .....

City: ..... Postal code: ..... Country: .....

Phone: ..... Cellphone: ..... Email: .....

Emergency contact: ..... Phone: .....

Credit card:  Visa  Mastercard  Maestro  Dinners club international

Number: ..... Expiration: ..... Amount in Euros (50% of total stay): .....

Signature: .....

**For the wellbeing of all our guests, please note we close our door at 1 a.m. every day.**

For our statistics, kindly tell us where you heard of the GUEST HOUSE DOURO? .....

Will you be coming by car?  Email us for important information.

Any allergies? Food  Bed  Others: .....

All reservations are subject to availability. Price is in euros. Reservations must be guaranteed by credit card. A 50% deposit is required at reservation time. Full refund if cancellation is made **at least 20 days** prior to date of arrival. If cancelled **between 20 to 10 days** prior to arrival date, only 50% of the deposit is refunded. If cancelled **less than 10 days** before arrival date, the deposit is not refunded. In case of no-show on check-in day, 100% of stay will be charged. Should the cancelled room be reserved by another guest, we will contact you for full refund after the date of your scheduled departure. To protect your privacy, after your reservation is confirmed, we will ask you to email us the security code on the back of your credit card in a separate email. This code is necessary to hold the reservation. Arrival time is important in order to make sure someone is here to welcome you. Guest House Douro reserves the right to charge guests for the cost of any damage to the property or structure. Special policy applies if your party reserves more than 50% of our guesthouse, i.e. 4 rooms or more. Please contact us for details. Cost includes breakfast and all applicable taxes.

**We thank you for choosing the GUEST HOUSE DOURO and wish you a very safe trip!**