



**FMAM  
WFFM**



**WORLD FEDERATION of FRIENDS of MUSEUMS  
COUNCIL MEETING and GENERAL ASSEMBLY**

Lisbon 20<sup>th</sup> to 23<sup>rd</sup> May 2010

**HOTEL BOOKING FORM**

Please return completed by **31<sup>st</sup> December 2009**

**By e-mail:** if@pteam.pt or mf@pteam.pt

**By fax:** +351 21 781 77 29

**By post:** ProfessionalTeam, Av. da República, edifício Luxor, nº101, 4ªA

1050-190 Lisboa – Portugal

Tel: +351 21 781 77 00

Title:	Surname:		
First Name(s):			
Address:			
City:	Zip Code:	Country:	
Telephone:	Fax:	Email:	
Name(s) of Accompanying Person(s):			
Arrival:	Departure:	Number of nights:	

<b>Hotels</b> (breakfast included) Prices per room, per night	Double Room (2 persons)	Single Room (1 person)	No. Double Rooms	No. Single Rooms
<b>Hotel Real Palácio (5*)</b> <a href="http://www.realpalacio.com">http://www.realpalacio.com</a> Classic Standard room with breakfast	€ 135,00	€ 120,00		
Superior Room "Palacete room" (05 rooms available)	€ 195,00	€ 175,00		
<b>Hotel Real Parque (4*)</b> <a href="http://www.realparque.com">http://www.realparque.com</a> Classic Standard room with breakfast	€ 87,00	€ 77,00		
<b>Hotel NH Parque (4*)</b> <a href="http://www.nh-hotels.pt">http://www.nh-hotels.pt</a> Classic Standard room with breakfast	€ 100,00	€ 100,00		

**Remarks:**

- . If you plan to arrive very early in the morning, please reserve your room one night before the actual arrive date.
- . Rooms are available on the day of arrival from 15:00 hours and must be released by the latest at 12:00 noon.
- . Hotels apply a strict policy and any departure delay will entail a supplementary charge.
- . Payment will be taken from your card 60 days prior to arrival when the receipt will be issued.
- . Refunds will be issued for hotel cancellations in accordance with the policy below:
  - up to 60 days before the arrival date: 10%
  - from 59 to 14 days before the arrival: 1 night payment
  - less than 14 days before the arrival: 2 nights payment
  - within 48 hours – full program

**Address where we can contact you if you are not staying in one of the hotels above:**

\_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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**ADDITIONAL FORM FOR PAYMENT**

**Payment by credit card**

Total amount of € \_\_\_\_\_ will be paid by (card type) \_\_\_\_\_

Cardholder name \_\_\_\_\_ Card number \_\_\_\_\_

Expiry date \_\_\_\_ / \_\_\_\_\_ Security Code (last 3 digits on reverse of card) \_\_\_\_\_

If you are not paying by credit card the following details are required for bank transfer and cheque

payments:

Payment:

Enclosed copy of bank transfer of the amount of \_\_\_\_\_

Enclosed a cheque no. \_\_\_\_\_ in the amount of \_\_\_\_\_

**By bank transfer:**

**ProfessionalTeam**

A/C Inês Ferreira or Marta Ferreira

if@pteam.pt or mf@pteam.pt

Av. da República, edifício Luxor, nº101, 4ªA

1050-190 Lisboa – Portugal

Account number: 453 161 574 58

IBAN number: PT50 0033 0000 4531 6157 4580 5

SWIFT: BCOMPTPL

**By cheque:**

Cheques, payable to ProfessionalTeam, should be sent to:

**ProfessionalTeam**

A/C Inês Ferreira or Marta Ferreira

Av. da República, edifício Luxor, nº101, 4ªA

1050-190 Lisboa – Portugal

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_