CROWNE PLAZA
LONDON - THE CITY

RESERVATION REQUEST FORM

TO: Groups Department
FAX: 00 44 (0) 20 7438 8088
EMAIL: loncy.groups@ihg.com, Telephone number 0207 438 8034.

FROM: _____

Name of Person requiring room _____

Name of Person sharing: _____

Tel: _____ **Fax:** _____

Email: _____

Check in Date: _____ **Check out Date:** _____

Arrival Time: _____

Please make your reservations prior to the ***17th March 2008*** *in order to take advantage of the Process Systems Enterprise* contracted rate

Standard bedroom (Double or Sole occupancy) Rate £250 subject to 17.5% VAT, Inclusive of Breakfast

Guarantee my reservation by:

American Express ☐ **Visa** ☐ **MasterCard** ☐ **Diners Club** ☐

Card Number: _____ **Expiration date:** _____

RESERVATIONS CANNOT BE HELD WITHOUT CREDIT CARD (Which will be charge in the event of late cancellation or non arrival.)

The Hotel reserves the right to change the above rates for any reservation made after the deadline of the ***17th March 2008***

Cancellation Policy: *One night's accommodation will be charged for rooms cancelled after the cancellation policy stated on the signed group contract.*

Check in time: *Check-in time is14.00 (GTM) check out time is 12.00 noon. To guarantee early arrivals rooms must be booked from the night before.*

Early departure fee: *Please not that any reduction in night after check in will be charge an early departure fee of £50*

SIGNATURE: _____

PLEASE RETURN TO THE Groups department
FAX: 00 44 (0) 20 7438 8088, Telephone number 0207 438 8034,
EMAIL: loncy.groups@ihg.com

Your accommodation will be at the Crowe Plaza London –The City
19 New Bridge Street, London, EC4V 6DB