



ROCA 2024 Hotel booking instructions

Novotel Rotterdam Brainpark is the appointed ROCA competition hotel



1. Click on the link for the ROCA booking form
2. Fill out the form, you can use one form for the reservation of your team.
3. Fill out the Third party credit card authorization form. Your credit card will not be charged, this is merely to hold the reservation
4. Both forms can be sent to roca@hr.nl , the ROCA organization will finalize your reservation with the Novotel
5. You will receive a confirmation from the Novotel stating your booking reference
6. Payments can be settled at the hotel when checking out

Please note the hotel has a limited number of rooms in allotment for the ROCA competition guests. For this reason, we encourage teams to make their reservations as soon as possible but no later than 30 June 2024.

Fyi, cancelation policy : Free of charge on the day of arrival before 14.00 hrs.

Payment Authorisation Form

Booking Reference (indicated on your reservation confirmation):

Guest Details

Name of the Guest: _____

Date of Stay: _____ Number of Nights: _____

Rate Per Night / Total price: _____

Please indicate the charges to be debited from your card:

Full Account Bed, Breakfast, City Tax
Bed, Breakfast, City Tax, Dinner Room

Other (please specify): _____

Credit Card Details

Name of Cardholder as it appears on the card

Full address of cardholder:

Billing Address if different:

Contact name: _____

Contact telephone number: _____

Credit Card Number:

For security reasons, the blacked out digits can be communicated by telephone only.

Card Type & Expiry Date: _____ /

The name of the Bank/ Financial Institution that Issued the card

I authorise Novotel Rotterdam Brainpark to debit my credit card as per the above details

Signature _____

PLEASE RETURN THIS FORM PREFERABLY BY

E-MAIL TO: H1134-RE@ACCOR.COM

IF NOT POSSIBLE BY EMAIL VIA FAX TO: FAX NR. 0031 102532571

RESERVATION FORM ROCA 2024

Guest Name :
Name University :
Telephone number :
E-mail :
Our e-mail for reservations : H1134-RE1@accor.com
Our phone for reservations : +31 (0)10 – 2532502

RESERVATION

Arrival Date :
Departure Date :
Room : Single-use:___ / Twin-use: ___ / Triple-use: ___

Credit card number* : please fill in the credit card authorisation form to complete your reservation
***Guarantee:** A credit card is mandatory to complete your reservation.

In case of no show we will charge the full stay.

ROOMRATE

For ROCA 2024 the following special rates are applicable for the period 16 – 23 November 2024:

Single-use: € 129,00 per room per night, including breakfast buffet and excluding 6,5% citytax.
Twin-use: € 148,00 per room per night, including breakfast buffet and excluding 6,5% citytax.
Triple-use: € 197,00 per room per night, including breakfast buffet and excluding 6,5% citytax.

These special rates are initially bookable till the 1st of July 2024.

After this date availability and rates are upon request.

Check in from 15.00 hrs on the day of arrival and check out before 12.00 hrs on the day of departure.

SPECIAL DETAILS

Cancellation policy: Until 1 day prior to arrival it's possible to cancel the room free of charge

CONFIRMATION (by the hotel)

**HEREWITH WE CONFIRM THE RESERVATION MENTIONED ABOVE.
WE THANK YOU FOR YOUR RESERVATION!**

Hotel Name : Novotel Rotterdam Brainpark
Name Employee :
Date : Reservation Number: