

THE WESTIN

PANAMA

RESERVATION FORM

Copa Airlines

Date: From Monday, 02 February, 2015 to Friday, 06 February, 2015

Block Code: COP02FEB

Room Special Rates for Group:

Deluxe Room:

Single Rate USD\$150.00 + 10% occupancy tax per night in single occupancy

Double Rate USD\$170.00 + 10% occupancy tax per night in double occupancy

Westin Executive-(Executive Floor):

Single Rate USD\$170.00 + 10% occupancy tax per night in single occupancy

Double Rate USD\$190.00 + 10% occupancy tax per night in double occupancy

Business Suite:

Single Rate USD\$250.00 + 10% occupancy tax per night in single occupancy

Double Rate USD\$270.00 + 10% occupancy tax per night in double occupancy

Rate includes:

- Breakfast buffet at Costa Nova Restaurant
- Wireless internet in sleeping rooms and common areas

Room rates are per room per night, subject to availability and stated in USD. Hotel room rates are subject to applicable occupancy tax of 10%, in effect at the time of check in. There is no extra fee for children under 12 years of age when sharing with parents. A surcharge of US\$20.00 plus taxes with breakfast included applies per 3rd and 4th person in a room / per night.

Maximum number of guests per room is three adults or 2 adults and 2 children (under 12 years).

The hotel cannot guarantee any additional beds or sleeping beds or sleeping's accommodations for the contracted room types including suites.

Gratuities/ Service Charge

The hotel will charge: Housekeeping US\$2.00 per room, per night.

Bellmen gratuities are discretionary, US\$4.00 per person, round trip.

Rates per room, per night in USD. Please note that **check-in** is possible as of **3:00 p.m.** and **check-out** is required by **12:00 hrs noon**. Arrange directly with the Hotel should your requirements differ.

Group rate is applicable 3 days for pre and post group dates upon availability.

Copa Airlines has secured accommodation on your behalf. This rate will be available until **January 12th, 2015**.

Furthermore, after this date, all rooms and rates will be subject to the hotel's room and rates availability at the moment of request. Hotel will honor the rate for those guests who arrive 3 days prior the meeting and stays 3 days before de period established for the meeting.

How to Book:

Complete this hotel booking form and send it by email to our Reservations Department of **The Westin Panama** to groups@bernhotelspanama.com or by fax +507 214-1002/214-1003. If you have any question please contact our reservations department at +507 304-9858.

How to pay & guarantee your accommodation:

The room will be charged equivalent to the first night at the moment the reservation is requested. Guest must complete credit card information.

Cancellations, Changes and No Show

Changes, modifications or cancellations (including anticipated departures or late arrivals) will be allowed until **January 26th, 2015**. If cancellation or No Show will charge 1 night stay. After this date or once the client has checked in, 100% of the original booking will be charged, plus any other additional dates in the event of early arrivals or extended departures.

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PLEASE COMPLETE THE FOLLOWING INFORMATION:

First Name: _____ Last Name: _____

Accompanying person: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Room: Single Deluxe Double Deluxe Business Suite

Arrival Date: _____

Departure Date: _____

Type of Credit Card: Mastercard Visa Amex

Card Number: _____

Expiry Date: _____

Name shown on card: _____

Card's holder billing address: _____

SPP Program N°: _____

Declaration of Consent:

I understand and accept the cancellation clause explained above and authorize the Hotel to charge my credit card if I may incur in penalty.

Signed: _____ Date: _____