

# REGISTRATION FORM: GUESTHOUSE – CENTRAL BUILDING (I01)

REGISTRATION				
ARRIVAL DATE	Click or tap to enter a date.		DEPARTURE DATE	Click or tap to enter a date.
GUESTHOUSE	SINGLE ROOM <input type="checkbox"/>		BREAKFAST (10,45€/day)	YES <input type="checkbox"/> NO <input type="checkbox"/>
	DOUBLE ROOM <input type="checkbox"/>		LATE ARRIVAL (after 4 pm: key in box)	YES <input type="checkbox"/> NO <input type="checkbox"/>
GUEST				
LAST NAME		FIRST NAME		EMPLOYEE OF ISTA YES <input type="checkbox"/> NO <input type="checkbox"/>
ADDITIONAL INFO				
CITY	ZIP CODE	STREET		
NATIONALITY	DATE OF BIRTH	INSTITUTION OF GUEST		
E-MAIL				
PAYMENT INFO				
SELF PAYMENT <input type="checkbox"/>	ISTA COSTCENTER <input type="checkbox"/>	ISTA COSTCENTER NUMBER		
CREDITCARD TYPE			VALID UNTIL (MMYY)	
CARD HOLDER		CREDIT CARD NUMBER		
TERMS & CONDITIONS				
<ul style="list-style-type: none"> <li>The payment of the accommodation charges can be paid for arrival or at the latest directly on arrival.</li> <li>Payment has to be settled at the guesthouse-reception desk (I01) during the hours of operation (Monday-Thursday: 8:30 am - 5 pm, Friday: 8am - 2pm).</li> <li>Payment is possible either by cash, debit card, or credit card. Please use a card other than American Express when possible, as it has a high charge.</li> <li>Prices are subject to annual index adjustments.</li> <li>The booking confirmation will be sent by mail.</li> </ul>			<ul style="list-style-type: none"> <li>Cancellation or changes to reservation(s) have to be made in writing.</li> <li>Cancellation and early departure is free of charge when reception is given a 3 day notice.</li> <li>For cancellations until 1 day prior to arrival 80% of the total accommodation costs will be charged.</li> <li>Within 1 day No-Show 100% of the total accommodation costs will be charged.</li> <li>In case of early departure with less than a 3 day notice, 50% of the agreed price will be charged for the agreed remaining days (not more than 3 days will be charged).</li> </ul>	
RECEPTION: OPENING HOURS & CONTACT INFORMATION				
Monday – Thursday: 8 am – 5 pm Friday: 8 am – 2 pm			+43 2243 9000 1040 guesthouse@ista.ac.at	
COMMENTS				
Please complete this form and send it to <a href="mailto:guesthouse@ista.ac.at">guesthouse@ista.ac.at</a> .				