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Reservations Department: Tel: +7 495 937 3100, Fax: +7 495 937 3101, E-mail: citycenter.reservations@courtyard.com

VISA SUPPORT REQUEST

Dear Guest,

If you require a visa support letter, please complete this form and send us back to fax number + **7 495 937 31 01**

Please note that reservation should be guaranteed with a credit card number.

Mr / Mrs _____
(First name) (Middle Name) (Last name)

Citizenship _____

Passport Number _____

Date of issue _____ Expiry Date _____

Relevant authority issuing the passport _____

Date of Birth _____

Hotel confirmation number _____

Arrival date _____ Departure date _____

*** **Please be advised** that some Embassies require an accommodation to be fully prepaid. In this case a 100% deposit for the entire stay is required as a guarantee. For further information please contact to our Reservation department at **+7 495 937 31 00**; e-mail citycenter.reservations@courtyard.com.

*** **Please be informed** that Russian Consulate in Asia, Africa, Japan, Mexico and South America may request the original Visa Support documents. Original documents pick-up service should be organized and paid from Guest's side.

*** **Please note** that Visa Support documents on its own are not enough to cross the Russian boarder.

IMPORTANT:

This service is free of charge for all guests who check in to the hotel. Should the reservation be cancelled a fee of 3,000 RUR for **each** visa support letter will be charged automatically to the credit card indicated as a guarantee in the reservation. Special conditions apply for a visa support requests for stays over 10 days: 50% deposit for the entire stay is required as a guarantee; in case of cancellation or non-arrival Hotel reserves the right to keep the deposit.

Being the subject of the personal data, I hereby consent to processing of my personal data transferred by LLC "CYBM Voznesenskiy Hotel Leasing"

Yes, I accept these conditions _____
(Signature of card holder)

Please provide your fax number _____

Please provide your e-mail address _____