

Boryspil International Airport State Enterprise HOTEL

Meeting Room Use Application

Please, fill in the application form and submit it via e-mail or fax.

Company / Organization:	
Registered address of the organization [country, postcode, city, street, house number, office number]:	
Phone:	
Fax:	
E-mail:	

Contact Person:	
Phone:	

Event / Group name:	
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Start Date: End Date: Start Time: End Time: Number of attendees: Special Meeting Room Requests:

Method of Payment:

Cash Credit Card Via Bank Transfer

- The application form is confirmed upon hotel's approval as follows: Once your reservation has been received, the manager will confirm by phone or via e-mail, mentioned in the application form, the dates and times requested, the terms and method of payment.
- When cancelling or amending, please, make it in written and submit it via fax: +380 44 - 281 7953 or e-mail: hotel@kbp.aero no later than 2 days prior to the event. To avoid any misunderstandings, please, receive hotel confirmation.

SEAL

Yours sincerely,**Booking Office**

Application form has been received by the operator:

[Name, signature]_____
[Date]