**(Team) Name:** …………………………………………

**Address:** …………………………………………

 …………………………………………

**Country:** …………………………………………

 **E-mail address:** …………………………………………

 **Telephone number:** …………………………………………

**Important information:**

* Who is the contact person (coach) during your stay?
	+ Name: …………………………………………
	+ Email: …………………………………………
	+ Phone number: …………………………………………

**Rooms**

*Keep in mind that the tax of the hotel rooms has been increased from 9% to 21%. As a result, hotel rates are higher.*

|  |  |
| --- | --- |
|  | **Amount of Rooms** |
| **Type** | FridayJanuary 9th | SaturdayJanuary 10th | SundayJanuary 11th |
| Single € 157.50\* |  |  |  |
| Twin € 176.50\* |  |  |  |
| Triple\*\* € 220.50  |  |  |  |

*\*Incl. breakfast of € 19,00 per person per day / Excl. city tax of € 4,50 per person per day. Please note: the city tax is subject to change.*

*\*\*Triple rooms have 1 king bed and 1 extra bed. Triple rooms are based upon availability*

**Until a maximum of 2 weeks (December 26th) prior to arrival we need the exact amount of rooms. After this date all rooms and rates will be based upon availability and the room price could change. Any other dates than above are also based upon availability.**

**Check-in information**

* In order to guide your arrival as smooth as possible, we ask that the in house contact person can collect the room keys for the entire group and hand them over to their team(s)
* The reception staff can also handle any outstanding payments with the team coach during check in
* Please be aware that the check-in time is 15:00 pm. Check-out is Monday to Friday by 11:00 am, weekends by 12:00 pm.

Information that speeds up this check-in process is:

* What time do you expect to arrive at Van der Valk hotel Eindhoven? If possible, please provide an exact arrival time, so we can spread the crowds as much as possible.

If check in is done over multiple days/arrivals, please note down all the details.

……………………………………………………………………………………………………………………………………………………

* What time will you be checking out?

……………………………………………………………………………………………………..

* Will you be needing to use our luggage store? **Yes / No upon Arrival / Departure / Both**

**Invoice**

We kindly ask you to pre book all the items you prefer before arriving at the hotel. This will speed up the check in process and delay/disappointment in extra amenities.

We require full prepayment for your entire reservation. We will send you the Pro Forma for this purpose and you will receive a payment link. The advance payment must be received **2 weeks** prior to the event.

**By signing this form you agree with our hotel policy and we highly request you to:**

* Leave the rooms tidy. Extra costs will be charged in the event of major pollution.
* External catering will not be accepted by the hotel. It’s not allowed to consume own food in the restaurants, bars or public areas in the hotel.

Signature contact person:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form along with the athletes first and last names and room layout before the 26th of February 2026 to: reservations@eindhoven.valk.com

We wish you a pleasant and sporty stay.

Team Van der Valk Hotel Eindhoven