

  
**BELMOND**  
**COPACABANA PALACE**  
RIO DE JANEIRO

**ACCOMMODATION FORM**  
**BARREAU DE PARIS**

*Please complete this form in CAPITAL letters and send a scanned copy to [marcos.iser@belmond.com](mailto:marcos.iser@belmond.com)*

Guest Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Passport Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Room Information**

**Please select the preferred option:**

**Run of House City View Rooms:** consists on a mix of rooms that will be assigned at the check in upon availability and based on city view rooms in the Main and/or Tower Building. Room size is approximately 30 square meters. Maximum occupancy is 2 people - rollaway bed is not allowed. Maximum of 15 rooms with 2 twin beds per day.

**Special Group Rate: R\$ 1.090,00 + taxes**

**Superior Partial Sea View Rooms:** offer partial views of the beach and also of the pool area. These spacious rooms are located in the Main Building. Room size is 30 square meters. Maximum occupancy is 2 people - rollaway bed is not allowed.

**Special Group Rate: R\$ 1.190,00 + taxes**

**Deluxe Beach View Rooms:** located in the Main Building, offering high ceilings and large windows that open, along with stunning views of the beach and ocean. Room size is 38 square meters. Maximum occupancy is 2 people - rollaway bed is not allowed.

**Special Group Rate: R\$ 1.490,00 + taxes**

**Junior Suites:** located in the Main Building offering high ceilings and large windows that open, along with stunning views of the beach and ocean. Suite size is 40 square meters. Maximum occupancy is 3 people - rollaway bed is allowed with an extra cost.

**Special Group Rate: R\$ 1.790,00 + taxes**

**Run of House City View Suites:** consists on a mix of suites that will be assigned at the check in upon availability and based on City View Suites in the Main Building and/or Avenue City View Suite in the Tower Building. The suites are with approximately 60 square meters. Maximum occupancy is 3 people - rollaway bed is allowed with an extra cost.

**Special Group Rate: R\$ 1.490,00 + taxes**

**Pool Suites:** located in the Tower Wing with stunning views of the pool area and a few with the Atlantic Ocean. Suite size is 74 square meters. Maximum occupancy is 3 people - rollaway bed is allowed with an extra cost.

**Special Group Rate: R\$ 2.090,00 + taxes**

**Deluxe Ocean View Suites:** located in the Main Building and feature beautiful beach views. Suite size is 60 square meters. Maximum occupancy is 3 people - rollaway bed is allowed with an extra cost.

**Special Group Rate: R\$ 2.490,00 + taxes**

**Notes:**

\* Taxes: 10% service tax + 5% city tax + R\$ 9 tourism tax per night (optional tax), per room.

\* Rates are per night based on single or double occupancy.

\* Breakfast at the Pergula's Restaurant buffet is included in the rate. Please note that room service breakfast is not included and

  
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will be charged at the room's bill.

\* Room type confirmation will be subject to availability, as the number of rooms are limited.

**Check-in & check-out policy:**

- Check in time: 4:00pm

- Check out time: noon

- Early Check-in: Must be requested in advance; the room will be reserved from the previous night at one daily rate charge in order to guarantee early check in.

- Late check-out: Until 4:00 pm, the Hotel will charge 50% of the daily rate, after 4.00pm a full daily rate will applied.

**Payment Policy:**

- Daily rates and taxes must be pre paid as soon as the reservation is requested.

- Pre payments are non-refundable.

**Reservation information**

**Date In:** \_\_\_\_\_ **Arrival Time:** \_\_\_\_\_ **Early Check-in:** Yes ( ) No ( )

⇒ Please note that one daily rate will be charge for early check in requested (Yes)

**Date Out:** \_\_\_\_\_ **Check out time:** \_\_\_\_\_ **Late Check-out:** Yes ( ) No ( )

⇒ Please note that 50% of the rate will be charge for late check out until 4:00 pm requested (Yes)

**Preferences & Comments:**

Single ( ) Double ( )

King Bed ( ) Twin Beds ( )

Accompany name: \_\_\_\_\_

Comments: \_\_\_\_\_

**Deposit & Payment Information**

**1<sup>st</sup> Option: Credit Card**

Credit Card Holder: \_\_\_\_\_

Credit card number: \_\_\_\_\_

Expiry date: \_\_\_\_\_ Card Verification Value Code: \_\_\_\_\_

Type of card: Amex ( ) Visa ( ) Diners ( ) Mastercard ( )

**Expenses that should be charged in this credit card:**

( x ) No show

( x ) Daily rates & Taxes

( ) All charges

( ) Other, please specify: \_\_\_\_\_



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**I confirm that I have read, understood and agree to all terms relating to this reservation.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2<sup>nd</sup> Option: Bank Deposit**

A copy of your deposit confirmation should be sent with this form to our groups department by email.

Bank Deposit:

Bank: Banco Bradesco S/A  
Bank Number: 237  
Name: Cia Hotéis Palace  
Branch: 3369-3  
Current Account nº 000655-6  
SWIFT: BBDEBRSPCCQ

**The rooms are not blocked at Belmond Copacabana Palace and will be subject to the hotel availability and occupancy.**