

Attention! A both-sides copy of your credit card should be attached to this form

Sretenskaya Hotel Moscow

VISA SUPPORT REQUEST

To: Reservation Department

Hotel fax: +7 495 933-5545

TRAVEL & PASSPORT DETAILS

Arrival date _____ Departure date _____

Reservation number _____

Mr. Mrs. First Name _____

Last Name _____

Date of birth _____ Citizenship _____

Passport number _____

Expiry date _____

To receive the visa support documents please provide us with your credit card information.

Please note, that the service is free for all guests, however the handling fee in the amount of 3,000 Russian Rubles per person will be charged automatically in case of non-arrival or cancellation or change the dates of reservation.

CREDIT CARD AUTHORIZATION & ACKNOWLEDGMENT

Confidential / for Internal Use Only

I hereby agree and authorize the Sretenskaya hotel (the Hotel) to charge my credit card below for the amount of 3,000 Russian Rubles as a handling fee, in the event of my no-show or reservation cancellation or change the dates of reservation after receiving visa support documents from Hotel. I also authorize the Hotel to consider my credit card below as reservation guarantee in case of late cancellation or no-show or change the dates of reservation.

I understand and agree that statement «accommodation is fully paid», which might occur in visa support documentation, does not represent prepayment and the actual payment for accommodation will be done at the Hotel directly.

I understand and agree that the Hotel can provide me with visa support documents for one-entry tourist visa valid only for the period of my stay at this hotel. I also understand that, while in Russia, I can not extend the validity of my visa for extra days, and that I bear full legal and financial responsibility, should I stay on the Russian territory after the expiry date of my visa.

CREDIT CARD DETAILS:

CREDIT Card Number _____

Expiration Date _____

Cardholder's Name _____

Please fax the copy of both sides of the credit card with clear cardholder's name and cardholder's signature along with this form.

I understand that the charge is not refundable, in case of non-arrival or cancellation or change the dates of reservation.

Cardholder's Signature _____

PLEASE ADVISE US YOUR FAX NUMBER _____