**Hotel Reservation Request for Media Representatives**

|  |  |
| --- | --- |
| Guest name and surname |  |
| Contact telephone |  |
| Contact E-mail address |  |
| Preferable contact method | * Telephone
* E-mail
* WhatsApp
* Telegram
 |
| Check-in-date |  |
| Check-in-time |  |
| Check-out-date |  |
| Check-out-time |  |
| Choose the hotel | * Cosmos Moscow VDNH Hotel 3\*

(150, Mira Avenue)* Novotel Москва Центр 4\*

(23, Novoslobodskaya str) |
| F&B Services | * Breakfast only
* Half-board
* Dinner
* Full Board
 |
| Total rooms needed for a group of \_\_\_\_\_\_\_\_\_\_\_members | \_\_\_\_\_\_\_\_\_SNGL (single bed up to 120cm wide)\_\_\_\_\_\_\_\_\_DBL (double bed up to 140 cm wide)\_\_\_\_\_\_\_\_\_TWIN (two twin beds up to 90 cm wide) |
| Additional services | * Transfer
* Tour around Moscow
 |

**Group membership information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last name/First name** | **Citizenship** | **Birthdate** | **Contact telephone** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Please note:**

1. A separate application should be filled out for each visit.
2. When making a group application, please forward a list of guests with contact information for each person.
3. The completed application should be forwarded to our Email address: media\_services@russia.ru. After receiving your request, our clerks will contact you to specify all necessary details and offer you hotel accommodation options.
4. Please note that the number of rooms in hotels is limited and requests sent in advance will be confirmed first. Pricing and cancellation policies for reservation are established by hotels and cannot be changed.
5. If you have any questions, please, contact us in any convenient way, using the following contact information:

Reserving Department phone: +7 (800) 777 27 11
Messengers phone: +7 (982) 708 88 72
Email: call.russia@bk.ru or media\_services@russia.ru

We wish you a pleasant stay in the city of Moscow!