

andel's Hotel Berlin
Landsberger Allee 106
10369 Berlin

Fax: +49 30 453053 2299

Registration Form/ keyword: SPNHC

Name:

Arrival:

Departure:

- Single Room Superior at the rate of EUR 129,00 €
 Double Room Superior at the rate of EUR 154,00 €

The rates are per room/ night and include buffet breakfast, service, 07% VAT on accommodation and 19% VAT on breakfast, which is EUR 3.50 per person/ day. We reserve the right to adjust the rate in the case of a statutory change of VAT rate. You may be required to pay some additional taxes upon arrival at the hotel, depending on the local regulations in force.

- Own account.
 The bill will be settled by company (a signed cost transfer on written letter with credit card details will be sent).

Privat address:

Invoicing address:

Tel.: _____ Fax: _____

E-mail: _____

Please guarantee your booking with a credit card. Unless no credit card guarantee or advance payment has been made - the hotel is entitled to resell the booked room to another party 7 days prior arrival, without the customer being able to derive a claim against the hotel from this fact.

Card: _____ No: _____ expiry date _____

Signature: _____

remarks:

You can cancel the booking without any cancellation fee until 7 days prior to arrival. For later cancellations, no-show or early departures 90 % of the total booking value will be charged.

- confirmation for booking required

If you have any further questions please do not hesitate to contact us by telephone +49 30 453053 2200 or by mail reservation@andelsberlin.com.

Please be advised:

The City State of Berlin is levying an Accommodation Tax of 5% pursuant to overnight stays (exclusive of the VAT) in Berlin in return for payment in an enterprise providing accommodation – from 01.01.2014.

Professional expenditure in the context of an overnight stay will be exempt from taxation. In this case the overnight guest shall be required to provide plausible evidence for the professional nature of the expenditure to the enterprise providing the accommodation by the end of his/her stay at the latest.

The overnight guest, should he/she not be in agreement with this procedure, shall have the option of applying for the refunding of any retained tax on his/her overnight stay to the responsible fiscal office up until 4 months after his/her overnight stay. Thereby, the guest shall present the proofs of the professional reason for the accommodation expenditure.

Further informations: <http://www.berlin.de/sen/finanzen/steuern/downloads/artikel.57924.php>

Employer's Attestation

For presentation to an enterprise providing accommodation as proof of the professional nature of the expenditure incurred in the context of an overnight stay (§ 1 Para. 3 No.1 ÜnStG).

Employer – Address – VAT-ID-No., if available:

Please print in block capitals, Company stamp if appropriate

I / we hereby confirm to our employee...

that his/her stay in Berlin from ... to...

is for company/professional/business reasons.

Notification pursuant to Data Protection

The submission of this declaration to the enterprise providing the accommodation is voluntary and serves exclusively the purpose of establishing the liability for tax. The data collected will be forwarded in individual cases upon request to the Fiscal Office Marzahn-Hellersdorf, which reserves the right to review the statements made therein in individual cases.

If this procedure should not be agreed with, the accommodation tax will be levied as a general rule. One does have the possibility, however, of subsequently applying for the refunding of any retained accommodation tax to the responsible Fiscal Office Marzahn-Hellersdorf, thereby presenting the proofs of the professional reason for the accommodation expenditure.

The submission of this attestation constitutes consent to the processing and usage of the data.

Further Pointers

In the event of an incorrect or forged attestation the guest may be held liable for the unpaid tax. The issuing of an incorrect attestation may be punished as either an administrative or a criminal offence.

Date, signature of an authorised signatory of the company

ÜnSt 3– Employer's Attestation

Self-Attestation of the Professional Necessity of an Overnight Stay

Period from: _____ to: _____

Name:

Date of Birth:

Street:

Post Code/City:

I am

a dependent employee a commercial/independent agent

and hereby confirm that my stay is for professional reasons.

Professional Details

In the case of dependent employees, name and address of employer:

In the case of commercial/independent agents:

Professional address:

Registered for income tax with the Fiscal Office:

Notification pursuant to Data Protection

The submission of this self-attestation to the enterprise providing the accommodation is voluntary and serves exclusively the purpose of establishing the liability for tax. The data collected will be forwarded in individual cases upon request to the Fiscal Office Marzahn-Hellersdorf, which reserves the right to review the statements made therein.

If this procedure should not be agreed with, the accommodation tax will be levied as a general rule, inasmuch as the professional or company reason for the overnight stay is not asserted plausibly in any other way. One does have the possibility, however, of subsequently applying for the refunding of any retained accommodation tax to the responsible Fiscal Office Marzahn-Hellersdorf, thereby presenting the appropriate proofs.

The submission of this attestation constitutes consent to the processing and usage of the data.

Further Pointers

In the event of an incorrect or forged attestation the guest may be held liable for the unpaid tax. The issuing of an incorrect attestation may be punished as either an administrative or a criminal offence.

Date, place Signature

ÜSt – Self-attestation