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DATE:	REGISTRATION FORM	ROOM:				
<b>SURNAME:</b>	<b>FIRST NAME:</b>					
<b>DATE OF BIRTH:</b>	<b>PASSPORT No:</b>					
<b>NATIONALITY:</b>	<b>COUNTRY:</b>					
<b>HOME ADDRESS (with postcode):</b>	<b>BOOKING NUMBER:</b>					
<b>ARRIVAL DATE &amp; TIME:</b>	<b>DEPARTURE DATE &amp; TIME:</b>					
<b>Any preferences / requests</b> ..... E.g. <i>EARLY CHECK IN</i> ..... <i>LATE CHECK OUT</i> ..... (subject to availability) <i>Offer: If you need to extend your stay for 1-2 more nights: -15% if booked directly with the front desk</i>						
<b>Paperless check out: Would you like to receive your invoice via email</b> YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, Simply return your key to front desk and your invoice will then be sent by e-mail</i>						
<b>MOBILE PHONE No:</b> .....	<b>EMAIL:</b> .....					
<b>Will you need any help in case of a fire evacuation?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> <i>We have also one room on the ground floor if you want to change room, subject to availability.</i>						
<b>Would you like to have breakfast with an extra cost &amp; receive further info?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> <b>if yes do you have any allergy /gluten free / vegan option?</b> ..... <i>Additional services such as breakfast etc. should be settled directly with the front desk team</i>						
<b>Would you like to have daily room cleaning?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> New protocols recommends that no daily cleaning of the rooms be carried out. If the guest request so, for the health protection, the cleaning should be scheduled on a day and time to be agreed upon, and the guest should leave the windows open that day. Please inform the front desk team.						
<b>NUMBER OF GUEST'S IN THE SAME ROOM : 1- 2 - 3 - 4 - 5</b>						
<b>NAME</b>	<b>SURNAME</b>	<b>NATIONALITY</b>	<b>PHONE</b>	<b>EMAIL</b>	<b>ADDRESS</b>	<b>PASSPORT</b>
1						
2						
3						
4						
5						
<ul style="list-style-type: none"> <li>• My signature below indicates also that I have read, understand, and agree with HOPA's COVID 19 Protocols. During my stay if I show symptoms compatible with COVID- 19 infection, I agree to follow the HOPA's Action Plan and act accordingly.</li> <li>• check- in: &gt; 15:00 PM. Hotel check out: &lt; 11:00 AM</li> <li>• I agree to immediately inform and compensate the HOPA for any damages caused.</li> <li>• HOPA has no responsibility for any valuables left in guests' room. HOPA will send you an email to notify about the "lost and found property" regardless whether it is valuable. All items not claimed after 3 months from the date of HOPA's email will be disposed of or donated to charity.</li> <li>• If I do not have a prepaid booking then <b>Credit Card Details</b> are asking for Guaranteeing Reservation: I understand that a charge is NOT made to the credit card. Rather, the card number is held against a cancellation that violates the hotel's cancellation policy or any outstanding expenses.</li> <li>• <b>I understand also that credit card authorisation form</b> is needed for guests who do not have the credit card at hand to pay certain expenses , but have authorization from the cardholder (third party)</li> </ul>						

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- HOPA follows all the measures recommended by Greek law and WHO for the protection against the COVID-19, in order to provide all guests with a safe and healthy environment. I **declare that** the HOPA shall not be held liable for any damage, whether to persons or property, and all the relevant losses, expenses and costs which I might incur or suffer due to illness caused by COVID-19, any other contagious or infectious disease, virus or/and any variation of the above mentioned, during or after my stay at the HOPA or in relation to or on the occasion of the provision by the HOPA of the service agreed herein. **In case that I am obliged to** extend my stay at the HOPA because of such illness, the HOPA shall not be liable to bear any expenses and costs pertaining to my medical treatment and care.
- I have been informed about the existence of specific isolation (quarantine) hotels near each entrance gate, as well as in other strategic points nationwide. The cost is covered by the Greek state.
- I have already informed that certain personal data is collected to provide me with personalised and improved services. I understand that all information on registration cards are stored based on GDPR regulations and HOPA's *privacy policy*, which is available on the HOPA's website. **Exception:** Hopa keep a hotel log book (name, nationality, date of arrival and departure, contact details address, telephone, e-mail) and *COVID-19 incidents reports according to the Greek*. **I give my consent** for my check in details to be used for tracking contacts in case of a positive Covid-19 case for the protection of public health. I understand this is requested from National Public Health Organization (EODY) and the HOPA will keep the above requested personal data in written form only for the absolute necessary period required and will disclose its information only when required to do so by any Public Authority. (Greek Law, FEK 1632 B/21-4-2021 ) Protocols are subject to change based on Government guidance
- **STAYOVER TAX:** The price quoted in the case of furnished rooms and apartments, is subject to a 0.50 euro per night (Greek legislation, article 53 of the law 4389//2016 & article 120 of the law 4514/2018). I understand that I need to pay in cash the aforementioned amount in person, upon my arrival.

I confirm that I have read, understand, and agree to all the above terms and conditions

Place: Heraklion, Crete, Greece

Printed Name: \_\_\_\_\_

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

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