

**Apartments reservation procedure:**

1. Reservations can be made by mail, fax or telephone.
2. The request should include:
  - type of accommodation : apartment or private room
  - Apartment or private room code e.g.:K/2035
  - date of arrival and departure
  - the number of days of stay
  - number of guests,
  - name
  - contact phone – mobile phone.
  - return e-mail or fax
3. Office sends back the booking confirmation or alternative proposals.
4. In order to transform the optional reservation in to guaranteed one we require deposit for the first day.
5. Deposit should be transmitted up within 3 days of receiving the booking confirmation .
6. Deposit can be transfer into our account or to authorize the office to download the deposit from credit card.  
Our account: **Kredyt Bank I/O Gdańsk 08 1500 1025 1210 2005 4012 0000**  
For payments from abroad:  
**(IBAN) PL08 1500 1025 1210 2005 4012 0000 (BIC) KRDBPLPW**  
**Important notice : The costs of transfer are on the sending side.**
7. After receiving the deposit office confirms guaranteed reservation.