

Dear Club Member,

We refer to your 2012 holiday at Club Riza and look forward to making your stay at the Club a comfortable one. We take this opportunity to remind you of the following about your Resort.

Your CHECK-IN and CHECK-OUT dates, as well as the maximum occupancy of the apartment (including children and babies), are shown on your Confirmation Voucher. Your apartment will be available for occupancy from 16:00 hrs on the check-in date until 10:00hrs on the check-out date.

ADDITIONAL NIGHTS will be charged at €25 per person per night. Extra nights at the start of your holiday may be requested 14 days prior to your check-in date, additional nights at the end of your stay may be requested during your holiday at the Club and are subject to availability.

The Club's main RECEPTION is manned on a 24 hour basis to attend to your holiday requirements. Should you need a key for the safe fitted in your apartment or pool towels, these can be provided at a small charge. Iron and ironing boards are free of charge and will be placed in your apartment upon request. You may also book car hire, taxi service and organised tours of the Island through our Reception.

A variety of other services such as **AIRPORT TRANSFERS, CAR HIRE, HALF BOARD and FOOD PACKS** are available for you to reserve in advance by completing and returning the attached Service Form together with any deposit required. Kindly return the Service Form together with the Advance Check-in Form duly completed.

Please do take advantage of our Advance Check-In Service as detailed on the enclosed form and include a deposit of €70/£Stg65 which is required prior to check-in. This will be refunded in Euros at the end of your stay, unless there are any charges on your bill. Charges levied include telephone bills and breakages or damage within the apartment. Please note that it is expected that all kitchen items are left clean and stored on departure. A charge of €35 may be levied should the apartment require extra cleaning.

Should you have any further queries please do not hesitate to contact the Reservations Department on the direct help line (00356) 2158 2416 from 08:00hrs to 14:30hrs (UK time) Monday to Friday, or e-mail us at: **services@A2L.BIZ**.

We look forward to welcoming you to Club Riza.

Please note that Sterling NOTES, US Dollars plus TRAVELLER'S CHEQUES can be exchanged throughout the Island. All major CREDIT CARDS are also widely accepted.

Yours sincerely,

Alexia Pisani Birmingham
Club Access 2 leisure Servicing Department

How To Find Us

Once you leave the airport follow the signs to Gozo for approximately 20km until you reach a sign for Qawra. Follow the sign Qawra and then turn right and follow the Qawra coast road. When you reach the split-level part of the road, keep driving and then take the fourth (passed Sea Shells Resort at Suncrest) turning on the left and left again (passed Sea Shells Resort at Suncrest). We are in Rizzi Street, Qawra, immediately behind the passed Sea Shells Resort at Suncrest.

Airport Transfers offered by David Guntrip who has been with us since 1980!

A mini bus service is offered for transfer from the Airport to the Hotel and will be charged at €36 for the return trip or €18 one-way, per family staying in one of the Club Riza apartments. Payments for this service should be made directly to the driver during your stay. When booking the Airport Transfer make sure you supply your flight details in the relevant section of the Service Form. A regular Taxi service is also available through the Hotel's reception.

In case of emergency upon arrival, kindly contact Mr. Patrick Guntrip on: (00356) 9942 8305 or (00356) 9989 7599.

Car Hire

Comprehensively insured cars to any driver over 25 years of age. Excess: €430, which can be reduced to €60 against an extra payment of €3.50 per day. Airport delivery and collection €18 each way.

Season	Week Numbers	Discounted Rate For One Week	Daily Rate Minimum 3 days
Winter / Blue	1 to 8 and 47 to 50	€ 116	€ 18
Shoulder / White	9 to 17 and 44 to 46	€ 130	€ 19.50
Summer / Red	18 to 43 and 51 to 52	€ 165	€ 25.50

Note:

- Rates quoted apply only to pre-bookings with payment of a deposit and are INCLUSIVE of 18% VAT.
- To confirm your reservation please remit a deposit of €60 which will eventually be deducted from your car hire bill. (Euro cheques for deposit payment should be made out to Aparthotels Ltd for the amount of €60)
- Drivers over 70 years of age must present a medical certificate or recent driving license before renting cars.

Half Board Service offered by Marc Crossley

Half Board service is available with various options to choose from (kindly check details in the service form). The prices are discounted for pre bookings only and reservations are only accepted if payment is enclosed. Kids under 10 years will be considered as children.

Food Pack

Nescafé (50g), teabags (40), sugar (454g) milk (1L), eggs (6), butter (225g), oil (100cl), Bacon (225g), loaf of bread, orange juice (1L), Water (6L), matches, dish washing liquid & sponge – €19

Advance Check-In Service

In order to save time filling forms when you arrive, this service enables you to pre-register as well as to process payments of the required deposit of €70/£Stg 65 in advance. To take advantage of this service kindly fill in the Advance Check-in Form and return it to us in Malta well in advance of your arrival.

Please note that rates quoted in Sterling are only approximate and can vary in accordance with the ruling Exchange Rates.

2012 Advance Check In Form

Guest Details

(Details of Lead Guest Only) Name:				Club Contract No:	
Address:	House:				
	Street:				
	Town:		County:		
	Post Code:		Country:		
E-Mail:				Mobile Phone:	
Telephone:	Home:			Work:	
Nationality:				Date of Birth:	
Signature:				Passport No:	

All the above information is correct.

Additional Guests In Party

Name	Date Of Birth	Passport Number	Nationality

Special Requirements

Please let us know in advance of any special needs that may arise during your stay due to age / medical condition of any member of your party below.

Refundable Deposit

Please find enclosed cheque payable to Aparthotels Ltd for the amount of €70 / £65:

Cheque No: _____

OR

Please prepare a credit card slip for Advance Check-In on my:

Credit Card Type: _____

Credit Card Number: _____

Expiry Date: _____

Signature: _____

Name On Card: _____

PLEASE NOTE THAT SEPARATE CHEQUES ARE REQUIRED FOR EXPRESS CHECK-IN AND CAR HIRE DEPOSIT.

Details Of Arrival

Please fill in the information regarding your flight to Club Riza as well as departing from the Club.

Date of Travel: _____

Departing Airport: _____

Name of Airport

Flight No: _____

Time of Departure: _____

Estimated Time of Arrival: _____

In Malta Airport

Date of Return Travel: _____

Time of Departure: _____

Leaving Club Riza

SERVICES

Transport

I/We require transport from the Airport to Club Riza which will be paid on Arrival. (Kindly ensure that flight details are correct and inform us of any late changes.)

Tick ✓ where appropriate:

Yes

No

Special Requirements

I/We will be travelling with a Wheelchair/Electric Scooter

Tick where appropriate:

Yes

No

Car Hire

I/We require Car Hire: (Please pay now €60)

Tick ✓ where appropriate:

Yes

No

Required From: _____

To: _____

Number of Days: _____

Please find enclosed Euro cheque No: _____ payable to **Aparthotels Ltd** for the amount of €60 for Car Hire Deposit:

Or please charge my credit card (VISA/MASTER/AMEX) for the amount of €60:

Credit Card Number: _____

Expiry Date: _____

Signature: _____

Name on Card: _____

Catering Requirements

A Half Board service is available with various options. The prices are discounted for pre-bookings only and reservations are only accepted if payment is enclosed. **Only kids under 10 years will be considered as children and can choose any item from the children's menu.**

Tick ✓ where appropriate:

Yes	No
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Description	Quantity	Price Per Unit	Total Due:
Food Pack*	_____	€19.00	_____
* Food Pack consists of Nescafé (50g), teabags (40), sugar (454g) milk (1L), eggs (6), butter (225g), oil (100cl), Bacon (225g), loaf of bread, orange juice (1L), Water (6L), matches, dish washing liquid & sponge.			
Breakfast & Lunch or Dinner x 7 Days (Adults)	_____	€122.50	_____
Breakfast & Lunch or Dinner x 7 Days (Children 10yrs or under – children's menu only)	_____	€ 65.00	_____
Breakfast & Lunch or Dinner x 3 Days (Adults)	_____	€ 54.00	_____
Breakfast & Lunch or Dinner x 3 Days (Children 10yrs or under – children's menu only)	_____	€ 30.00	_____
Price includes 1 glass of house wine or local beer or soft drink per person with meal.			
Total Due:			_____
** Extra Beverages not included in the offer.			

Catering Deposits

Please charge my credit card (VISA/MASTER/AMEX):

Credit Card Type: _____ Expiry Date: _____

Credit Card Number: _____ Name on Card: _____

Signature: _____

Whilst on site catering cannot be cancelled/changed, however, if/when catering booking is cancelled/changed before arrival date; refund will be passed onto credit card details less bank charges.

We require confirmation of receipt of this Check in Form via email	Tick ✓ where appropriate:	
	Yes	No