



List of hotels

For participants of the Conference, we have pre-reserved blocks of rooms for 8 and 9 November at the following hotels. You can book a room at one of these hotels at the given rate under the codeword “**Berlin Conference 2015**” (see hotels below for deadlines).

Please note that the city of Berlin charges a hotel occupancy tax for any overnight stay that is not work-related. This “city tax” of 5% of the pure net room accommodation rate plus the applicable sales tax will be charged per night if the hotel bill is paid for by a private individual. It does not apply to bills made out to a company. Please find a city tax information sheet and an attestation confirming the business nature of your stay at the end of this document.

Crowne Plaza Berlin - City Centre

Nuernberger Strasse 65
10787 Berlin

Ph.: +49 (0)30 21 00 77 00

Fax: +49 (0)30 211 66 81

<http://www.crowneplaza.com/hotels/us/en/berlin>

Email: info@cp-berlin.com

Distance: 22 min. by bus

Room: 99€

Breakfast included

Booking reference “A Soul for Europe”

Booking must be made via the attached form!

ELLINGTON HOTEL BERLIN

Nuernberger Strasse 50-55
10789 Berlin

Ph.: +49 (0)30 683 15 22 23

Fax: +49 (0)30 683 15 55 55

<http://www.ellington-hotel.com>

t.brack@ellington-hotel.com

deadline: 31 October 2015

Distance: 25 min. by bus

Standard 118,00 €

Superior 133,00 €

Deluxe 148,00 €

Suiten 188,00 €

Booking reference “A Soul for Europe”

A&O Berlin Hauptbahnhof

Lehrter Str. 12

10557 Berlin

Ph.: +49-(0)30 80947 5110

Fax: +49-(0)30 80947 5190

<http://www.aohostels.com/en/berlin/berlin-hauptbahnhof/>

booking@aohostels.com

deadline: 23 October 2015

Distance: 25 min. by tube or city train (“S-Bahn”)

Single room: 29,98€ (8.11), 37,47€ (9.11)

Breakfast included

Booking reference no.: B4-152503



Hotel Zarenhof Mitte

Eichendorffstr. 4
10115 Berlin
Ph.: +49 (0)30 97 00 52 33
Fax: +49 (0)30 97 00 52 39
<http://www.hotel-zarenhof.de>
info@hotel-zarenhof.de
deadline: 22 October 2015

Distance: 10 min. by city train ("S-Bahn")
Single room: 65€
Breakfast included

ibis budget Berlin city Potsdamer Platz

Anhalter Straße 6
10963 Berlin
Ph.: +49 (0)30 25 76 77 0
Fax: +49 (0)30 25 76 77 125
<http://www.ibis.com/gb>
H5058@accor.com
deadline: 16 October 2015

Distance: 15 min. by city train ("S-Bahn")
Single room: 51,50€
Double room: 69,00€
Breakfast included
Booking reference no.: 930368

Motel One Berlin-Bellevue

Paulstraße 21
10557 Berlin
Ph.: +49 (30) 390 63 34-0
Fax: +49 (30) 390 63 34-10
<http://www.motel-one.com/en/hotels>
berlin-bellevue@motel-one.com
deadline: 23 October 2015

Distance: 15 min. by bus
Single room 68,50€
Double room 93€
Breakfast included
Booking must be made via the attached form!

Titanic Comfort Hotel Berlin Mitte

Elisabeth-Mara-Straße 4
10117 Berlin
Tel: +49 (0)30 76771870
<http://www.titanic-hotels.com>
info@titanic-hotels.de
deadline: 23 October 2015

Distance: 20 min. by bus and city train ("S-Bahn")
Single room 75€
Double room 81€
Breakfast included
Booking reference: ASE_081115

Winters Hotel The Wall at Checkpoint Charlie

Zimmerstraße 88
10117 Berlin
Ph.: +49 (0) 30 30 87 77 - 0
Fax: +49 (0) 30 30 87 77 - 111
http://www.winters.de/en/hotels/city/berlin/berlin_the_wall/
thewall@winters.de
deadline: 18 October 2015

Distance: 15 min. city train ("S-Bahn")
Single room 95€
Breakfast included
Booking reference no.: 100055677

Information for visitors on Berlin's hotel occupancy tax

What is being taxed?

As of 1 January 2014, the federal state of Berlin will collect a Occupancy Tax on all overnight stays in hotels in Berlin. A "hotel" includes any type of short-term, paid accommodation, and the tax is due whether or not the hotel guest actually spends the night in the room.

If a room is reserved, but the guest cancels the reservation before arrival, the Occupancy Tax is not charged.

If the guest is in Berlin on business, the Occupancy Tax is not charged.

In this case, the guest must give the hotel satisfactory proof that his or her stay is for business reasons. This proof must be provided at the latest by the time the guest leaves the hotel.

If the bill is made out to the guest's employer or is paid directly by the employer, or if the reservation was made by the employer, no further proof is required.

Written confirmation from the employer, including the name and address of the employer and the duration of the stay, or written confirmation from the guest (including the same information) can also serve as proof.

People who are self-employed or are owners or co-owners of a company can provide comparable proof. This could also be a written statement that includes the guest's income tax identification number.

Providing information to a hotel to prove that a stay is business-related is voluntary.

If the guest does not want to provide proof to the hotel, he or she can pay the tax and then apply to the relevant tax office to have the tax reimbursed. Proof that the stay was business-related must then be provided to the tax office.

If more than one person is staying in the room, the hotel must ask for proof from each one of them.

Who is liable for the tax?

The hotel is responsible for collecting the tax and passing it on to the federal state of Berlin.

How much is the tax?

The Occupancy Tax is 5% of the price of the hotel room (without extras, such as meals, items from the minibar, the use of hotel services and facilities not included in the room price, etc.).

How can you prove later that your stay was business-related?

Guests who cannot or do not want to provide proof that their stay was business-related by the time they leave the hotel can apply for reimbursement of the Occupancy Tax they paid.

This application must be submitted to the relevant tax office no later than four months after the stay. Written confirmation that the stay was business-related and the hotel bill or confirmation from the hotel showing how much Occupancy Tax was paid must be submitted with the application.

If more than one person stayed in the room, the Occupancy Tax can only be reimbursed to those who can show proof that their own stay was business-related. The price of the hotel room will be divided by the number of people staying in the room in order to determine what percentage of the Occupancy Tax will be reimbursed.

Where can you find the official forms?

The following forms related to Berlin's Occupancy Tax can be found online under www.berlin.de/sen/finanzen/steuern/downloads:

- ÜnSt 1a – Merkblatt-Beherbergungsbetrieb –
(Leaflet for the enterprise providing the accommodation)
- ÜnSt 1b – Merkblatt Gast –
(Leaflet for the guest)
- ÜnSt 2a – Anmeldung gem. § 6 ÜnStG –
(Registration in accordance with § 6 ÜnStG)
- ÜnSt 2b – Anlage zur Feststellung der Bemessungsgrundlage der
Übernachtungsteuer –
(Annex pursuant to the establishment of the basis of assessment for the
Occupancy Tax)
- ÜnSt 3 – Arbeitgeberbestätigung –
(Employer's Attestation)
- ÜnSt 4 – Eigenbestätigung –
(Self-Attestation)
- ÜnSt 5 – Bescheinigung über einbehaltene Übernachtungsteuer –
(Attestation of retained Occupancy Tax)
- ÜnSt 8 – Anzeige gem. § 9 ÜnStG –
(Notification according to § 9 ÜnStG)

All of these forms are PDF-files that can be downloaded.

These official forms are also available on paper at the tax office responsible for the Occupancy Tax.

Which tax office is responsible for the Occupancy Tax?

Berlin's Occupancy Tax is administered by one tax office:

Finanzamt (tax office) Marzahn-Hellersdorf

Allee der Kosmonauten 29

12681 Berlin

Tel. (for questions about the Occupancy Tax): (030) 9024 26976

Self-Attestation of the Professional Necessity of an overnight stay

Period from: _____ to: _____

Surname, first name

Date of birth

Street

Post code, City, Country

I am a dependent employee a commercial / independent agent
and I hereby confirm that my overnight stay(s) in Berlin is (are) essential for
professional or business-related reasons.

Professional specifications

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

In the case of commercial / independent agents:

Professional Address

Tax Office, VAT identification number, if available

Note on 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 the tax. The collected data will be forwarded in individual cases upon request to the Tax Office Marzahn-Hellersdorf, which reserves the right to review the statement made therein.

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

Upon issuing this confirmation, the signatory consents to the processing and usage of the data as mentioned above.

Further notes

In the event of an incorrect or falsified confirmation, the guest may be held liable for the unpaid tax. The issuing of an incorrect confirmation may be pursued as an administrative or criminal offence.

Place, Date

Signature

Zimmerkontingent / Allotment „A soul for Europe“
08. - 10. November 2015

ZIMMERRESERVIERUNG / ROOM RESERVATION

Bitte rufen Sie Ihr Zimmer bis spätestens zum **01. November 2015** unter dem Stichwort "A soul for Europe" ab. Please reserve your room before 01st November 2015 with code "A soul for Europe".

Bitte reservieren Sie / Please make the following reservation:

- () Standard Einzelzimmer / standard single room € 99,00 pro Zimmer/Nacht / per room/per night
() Standard Doppelzimmer / standard double room € 99,00 pro Zimmer/Nacht / per room/per night

Die genannten Zimmerpreise beinhalten jeweils die Bedienung sowie die gesetzliche Mehrwertsteuer.
The room rates include service charges and VAT.

Unser reichhaltiges Frühstücksbuffet ist bereits im Zimmerpreis inklusive.
Our breakfast buffet is already included in the room rate.

Nachname/Name: _____ Vorname/First Name: _____

Anreise/Arrival Day: _____ Abreise/Departure Day: _____

Credit Card #: _____ Gültig/Valid _____

Vollständige Adresse/Full address:



Fax

Email

Die Stadt Berlin hat mit Wirkung zum 01. Januar 2014 die Übernachtungsteuer für alle ab dem 01. Januar 2014 reservierten Übernachtungen eingeführt. Die Übernachtungssteuer beträgt 5% vom Nettozimmerpreis zuzüglich aktuell gültiger Umsatzsteuer.

****Ausgeschlossen von der Übernachtungsteuer sind nur geschäftlich veranlasste Übernachtungen. ****

Effective January 01, 2014 the city of Berlin has introduced a city tax for all room nights reserved from January 1st, 2014 onwards. The city tax amounts to 5% of the net room price plus actual valid VAT.

**** Accommodations of a business nature are exempt from the city tax. ****

Das Hotel stellt die Zimmer am Anreisetag ab 15:00 Uhr und am Abreisetag bis 12:00 Uhr zur Verfügung. Um die Anmeldeformalitäten bei Ihrer Anreise auf ein Minimum zu beschränken, bitten wir um vollständige Angaben.

Please be advised that the earliest possible check-in time is 3:00 p.m. and the latest possible check-out time is 12:00 p.m.. To avoid any unnecessary delay on check-in, please fill out your complete address and credit card number.

Sie können Ihre Buchung bis spätestens 24 Stunden vor Anreise kostenfrei stornieren.
You can cancel your reservation free of charge until latest 24 hrs prior to arrival.

Bestätigung Hotel/confirmation hotel : _____

Reservierungsnummer/confirmation nr: _____

Datum/date/Stempel/stamp/Unterschrift/signature: _____

**Abrufkontingent „Berlin Conference 2015“
vom 8.-10.11.15
buchbar bis 23.10.15 (525.145.959)**

**Bitte faxen Sie diese Buchung zurück an das
Motel One Berlin-Bellevue Faxnummer: +49 (0) 30 – 390 63 34 10
oder per E-Mail an berlin-bellevue@motel-one.com**

Bitte reservieren Sie für mich folgende Übernachtung im Motel One Berlin-Bellevue, Paulstraße 21; 10557 Berlin:

Name, Vorname: _____

Firma/ Adresse: _____

Telefonnummer: _____

Faxnummer: _____

Anreise: _____ Abreise: _____

Anzahl Einzelzimmer: _____ Anzahl Doppelzimmer: _____

**Preise: 68,50 € im Einzelzimmer/Nacht/inklusive Frst.
93,00 € im Doppelzimmer/Nacht/inklusive Frst.**

Die oben genannten Preise enthalten WLAN-Zugang, Service sowie die zur Zeit des Aufenthaltes gültige Mehrwertsteuer und Abgaben.

Die Gesamtsumme der gebuchten Leistung ist bei Anreise zu bezahlen.

Das Zimmer steht Ihnen ab 15:00 Uhr am Anreisetag und bis 12:00 Uhr am Abreisetag zur Verfügung. Eine kostenfreie Stornierung ist bis 3 Tage vor Anreise möglich. Bei späterer Annullierung und Nichtanreise wird eine Stornierungsgebühr in Höhe von 90% des Zimmerpreises der ersten Nacht berechnet, sofern Ihr Zimmer nicht weiterverkauft werden kann. Des Weiteren gilt unsere AGB, die Sie unter unserer Website <http://www.motelone.com/de/> einsehen können.

Datum, Unterschrift, Stempel

**DIE BUCHUNG IST NUR NACH RÜCKBESTÄTIGUNG DURCH DAS HOTEL VERBINDLICH!
Vielen Dank für Ihre Reservierung, die wir gerne bestätigen!**

Ihre Reservierungsnummer _____

Datum, Unterschrift, Hotelstempel: _____