**NARUDŽBENICA ZA SMJEŠTAJ POSJETITELJA KORISNIKA SMJEŠTAJA**

(ispunjava korisnik smještaja koji naručuje smještaj)

**1. Podatci o naručitelju usluge (korisniku smještaja koji prima posjetu):**

Ime i prezime:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adresa, poštanski broj i mjesto prebivališta: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OIB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Broj mobitela i e-mail adresa: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Studentsko naselje u kojem se naručuje smještaj (potrebno je upisati oznaku X u zagradu):

1. Studentsko naselje Ivan Goran Kovačić………………………….…………………………...…..……[ ]
2. Studentsko naselje Trsat……………………………………………….……………………...…………[ ]

**2. Podatci o posjetitelju (gostu):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Red. br.** | **Ime i prezime** | **Datum dolaska** | **Planirani datum odlaska** | **Doručak**  **(da/ne)** | **Napomena (ukoliko postoji)** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |

**3. Podatci o platitelju računa:**

Navedite platitelja računa za uslugu noćenja / noćenja s doručkom (upisati oznaku X u zagradu):

1. Posjetitelj korisnika smještaja na recepciji studentskog naselja………………………………….…. ..[ ]
2. Korisnik smještaja na recepciji studentskog naselja…………………………………………..………...[ ]

**4. Ostale odredbe:**

* Usluga noćenja / noćenja s doručkom naplaćuje se prije početka korištenja smještaja (na useljenju gosta).
* Rezervaciju je moguće izvršiti samo ukoliko na raspolaganju ima slobodnih kreveta.
* Doručak se nudi uz nadoplatu od 6,00 EUR za 1 doručak te se u tom slučaju naplaćuje usluga noćenja s doručkom. Doručak se nudi samo ukoliko je na dan konzumacije u ponudi, odnosno ukoliko se priprema.
* Korisnik smještaja koji je primio posjetitelja i za njega naručio uslugu odgovoran je za narušavanje reda i mira od strane posjetitelja, odnosno za nepridržavanje odredbi *Kućnog reda za turiste, goste Sveučilišta i Veleučilišta u Rijeci te posjetitelje korisnika smještaja smještene u objektima smještaja Studentskog centra Rijeka.*
* Korisnik smještaja potpisom Narudžbenice potvrđuje da je gost za kojeg naručuje uslugu njegov posjetitelj.
* Korisnik smještaja potpisom Narudžbenice potvrđuje da je gost upoznat sa odredbama *Kućnog reda za turiste, goste Sveučilišta i Veleučilišta u Rijeci te posjetitelje korisnika smještaja smještene u objektima smještaja Studentskog centra Rijeka*.
* Korisnik smještaja potpisom Narudžbenice potvrđuje da je suglasan da Studentski centar Rijeka prikuplja, pohranjuje i obrađuje osobne podatke u svrhu rezervacije smještaja i pružanja usluga noćenja / noćenja s doručkom u objektima Studentskog centra Rijeka. Studentski centar Rijeka će u tom smislu poduzeti sve razumno potrebne mjere kako bi se osiguralo da se osobni podaci obrađuju i koriste na siguran način sukladno zakonskim odredbama.

Napomena (ako postoji): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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U Rijeci, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 202\_\_\_.

Potpis korisnika smještaja: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ORDER FORM FOR ACCOMMODATION OF ACCOMMODATION USER’S VISITORS**

(this order form can fill user of accommodation who orders services)

**1. Informations about the user of accommodation who is ordering the services:**

Name and surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address, postal code and place of residence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal document number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile phone number and e-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please select student dormitory where visitor want to use services (please enter the mark X in the parenthesis):

1. Student dormitory Ivan Goran Kovačić……..…………………….…………………………...…..……[ ]
2. Student dormitory Trsat……………..………………………………….……………………...…………[ ]

**2. Informations about the visitor (guest):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name and surname** | **Arrival date** | **Departure day** | **Breakfast**  **(yes/no)** | **Remark** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |

**3. Informations about person who will pay the invoice for services:**

Who will pay the invoice for the accommodation / bed and breakfast (please enter the X in the parenthesis)?

1. User of accommodation's visitor ……………………………………………………..……………..….....[ ]
2. User of accommodation who receives a visit ……………...………………………………..…………...[ ]

**4. Other provisions:**

* Services will be charged upon the guest's arrival (on check in).
* Reservation can be made only if there are available beds.
* Guests can consume breakfast for a price of 6 EUR per breakfast. If guest consume breakfast, bed and breakfast will be charged. Guest can consume breakfast only if it is offered on the day of consumption.
* User of the accommodation who receives the visitor and orders services for him will be responsible for the disturbance of peace and order by the visitor. Also, user of the accommodation who receives the visitor is responsible for non-compliance with the provisions of the *House rules for tourists, guests of the University and Polytechnic in Rijeka and accommodation users's visitors who are accommodate in the accommodation facilities of the Student centre Rijeka.*
* By signing this order form user of accommodation confirms that the guest from this order form is their visitor.
* By signing this order form user of accommodation confirms that guest is familiarized with the provisions of the *House rules for tourists, guests of the University and Polytechnic in Rijeka and accommodation users's visitors who are accommodate in the accommodation facilities of the Student centre Rijeka.*
* By signing this order form user of accommodation agrees that Student Centre Rijeka collect, store and process personal data for the purpose of booking and providing services in facilities of the Student Centre Rijeka. The Student centre Rijeka will take all reasonable measures to ensure that personal data are processed and used in a secure manner in accordance with legal regulations.

Note (if it exists): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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In Rijeka, on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 202\_\_\_.

Accommodation user's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_