# Appendix No. 2

# VIP SERVICE – RESERVATION FORM

We kindly ask you to fill up the form and send it to the following address: vip@rzeszowairport.pl at least 24 hours before your planned arrival/departure.

Further information are available at the telephone number: +48 885 500 194, +48 17 7170760

**PLEASE NOTE! For all correspondence we are answered between 7 a.m. and 8 p.m.**

Lounge opening hours: 7 a.m. to 8 p.m., Mon-Sun.

Upon request with the VIP service, **it is possible to extend the operating hours according to the customer's VIP reservation.**

Arrival to Rzeszow

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time of arrival to Rzeszow****(in local time)** | **Flight No.** | **Airport of origin** | **Type of aircraft: regular~~,~~ private, government** |
|  |  |  |  |  |

Departure from Rzeszow:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time of departure from Rzeszow** **(in local time)** | **Flight No.** | **Destination Airport** | **Type of aircraft: regular, private, government** |
|  |  |  |  |  |

VIP Packages (please mark with “X” as applicable):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of service** | **Price** | **Scope (X)** | **Number of Guests** | **Timeframe for the stay** **in the lounge****(from-to** **hrs local time):** |
| **VIP arrival package:**  | **PLN 400 net / 1 person / each hour** |  |  |  |
| **VIP departure package:** | **PLN 400 net / 1 person / each hour** |  |  |  |

Passenger information:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Identity document / series and number of the identity card or passport /** | **I choose the following package:** **VIP Arrival (P), VIP departure (O)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

\*if there are more Guests, please send their data attached to the form

**Accompanying persons in the VIP lounge:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of service** | **Price** | **Scope (X)** | **Number of Guests** | **Timeframe for the stay** **in the lounge (from-to** **hrs local time):** |
| **VIP arrival package:** | **PLN 200 net / 1 person** **each hour** |  |  |  |
| **VIP departure package:** | **PLN 200 net / 1 person each hour** |  |  |  |

Data of accompanying guests: welcoming / bidding farewell in the VIP lounge:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **First and last name of the person who welcoming / bidding farewell**  | **Identity document – series and number of the identity card or passport** | **I choose the following package:** **VIP Arrival (P), VIP Departure (O)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

\*if there are more Guests who are welcoming or bidding farewell, please send their data attached to the form

**Important information**

**Accompanying persons in the VIP lounge:**

**(no entry/entry on the apron, entry/entry on the apron only with permission of the Airport Security Guard).**

Cars pulling up in front of the VIP lounge:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Driver’s first and last name** | **Identity document (Series and number of the identity card or passport)** | **Make and registration number of the vehicle** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

Additional services (please mark your choice with an X):

* the catering service, i.e. additional catering in the form of a hot buffet once the menu and price have been approved by the ordering person, is added to the overall costs of the service (20% of the value of the order is added to the service).
* transport to the hotel, services at the customer's request (20% of the value of the order is added to the service).

**\***Car park payable according to the valid price list

**\***VIP packages do not include fees related to standard handling services. handling fees are charged according to the price list of **the Rzeszow Ulma Family Airport Ltd.**

Contact details:

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone number** | **E-mail address** |
|  |  |  |

Method of payment:

* bank transfer
* credit card
* cash
* on the spot by a passenger

Data for the VAT invoice:

|  |  |
| --- | --- |
| **Full name of the institution / company**  |  |
| **Address** |  |
| **Tax Identification Number (NIP)** |  |
| **E-mail address for sending the invoice** |  |

**Reservation confirmation:**

**I hereby accept the terms of using the VIP Lounge service and the price list for VIP services at** **the Rzeszow Ulma Family Airport Ltd. available at www.rzeszowairport.pl**

\* A reservation can be cancelled not later than 24 hours before the order completion date. Otherwise, the Ordering Person shall be charged with the costs of 100% of the value of the service. The reservation cancellation must be made in writing – by e-mail to the following address: vip@rzeszowairport.pl.

|  |
| --- |
| **Date and legible signature of the Party Ordering the VIP Service** |
|  |

***Information clause concerning processing of personal data***

In fulfilling the information obligation resulting from Article 13(1) and (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Official Journal of the EU L.2016 119.1), hereinafter referred to as the GDPR – in connection with obtaining personal data from you, you are informed as follows:

1. *The controller of your personal data is the Rzeszow Ulma Family Airport Ltd.. with its registered office in Jasionka 942, 36-002 Jasionka. Contact details of the Personal Data Protection Officer:* *iod.rodo@rzeszowairport.pl**, Tel. 17 7178604, 17 7178604*
2. *The purpose of data collection is to use the VIP service at the Rzeszow Ulma Family Airport Ltd***.** *The personal data shall be processed in accordance with the GDPR, in order to perform the services rendered by**the Rzeszow Ulma Family Airport Ltd. with respect to no more data than: first and last name, identity document number, telephone number, e-mail address, address, adequately and according to the type of service, in accordance with our legitimate interest.*
3. *You have the right of access, rectification, erasure or restriction of processing, as well as the right to object, request cessation of processing and data portability and the right to lodge a complaint with the supervisory authority (i.e. President of the Personal Data Protection Office)*
4. *Providing the data is voluntary but necessary for performance of the VIP service. If the data are not provided, it shall not be possible to book and perform the service*
5. *The data you provide shall not be made available to any third parties. The only data recipients shall be institutions authorised by law. Further, your personal data shall be disclosed to authorised people employed by the Controller based on employment contracts or civil law agreements.*
6. *The data you provide shall not be subject to profiling*
7. *The data controller does not intend to transfer personal data to a third country or an international organisation*
8. *Your personal data obtained in order to perform the services rendered by the Rzeszow Ulma Family Airport Ltd***.***. shall be stored for the period of service provision and for archiving purposes, but no longer than for a period of 6 years in accordance with the requirements of the law.*
9. *I declare that my personal data are correct.*
10. *I have read the content of the information clause, including information on the purpose and forms of processing my personal data and the right to access and rectify the data. I agree to processing by the Rzeszow Ulma Family Airport Ltd.**with its registered office in Jasionka 942, 36-002 Jasionka, KRS: 0000296055 (which is the Personal Data Controller as defined by legal provisions) of my personal data I have provided*

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