# Appendix No. 2

# VIP SERVICE - RESERVATION FORM

Please complete and send the form below to: vip@rzeszowairport.pl a minimum of 24 hours before your planned arrival/departure.

For additional information call: +48 885 500 194, +48 17 7170 760

PLEASE NOTE: All e-mail correspondence is answered between 7.00 and 20.00.

Lounge opening hours are from 7.00 a.m. to 8.00 p.m., Mon-Sat.

Upon agreement with the VIP service, it is possible to extend the operating hours in accordance with the VIP booking.

Arrival to Rzeszów

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time of arrival to Rzeszów**  | **Flight No.** | **Airport of origin** | **Type of aeroplane: cruise, private, government** |
|  |  |  |  |  |

Departure from Rzeszów:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time of departure from Rzeszów** | **Flight No.** | **Destination airport** | **Type of aeroplane: cruise, private, government** |
|  |  |  |  |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Package type** | **Price** | **Package selection / arrival**  | **Select package / departure** | **Number of Guests** | **Timeframe for the stay in the lounge****(hours from - to):** |
| **I choose the VIP PREMIUM package:** | **PLN 500 net / 1 person / each hour** |  |  |  |  |
| **I choose the VIP BASIC package:** | **PLN 300 net / 1 person / each hour** |  |  |  |  |

Passenger information:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Identity document / series and number of the identity card or passport /** | **I choose the VIP Premium package (P), VIP Basic (B), VIP Fast Track (F)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

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

**Accompanying persons (welcoming or bidding farewell):**

(no entry/entry onto the apron, entry/entry onto the apron with the permission of the Airport Security Guard):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PACKAGE type**  | **Price** | **Package selection / arrival** | **Package selection / departure** | **Number of Guests** | **Timeframe for living in the lounge (hours from-to):** |
| **I choose the VIP PREMIUM Package:** | **PLN 400 net / 1 person** **each hour** |  |  |  |  |
| **I choose the VIP BASIC package:** | **PLN 200 net / 1 person each hour** |  |  |  |  |

Visitors data: welcoming / bidding farewell:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **First and last name of the person who welcoming / bidding farewell**  | **Identity document – series and number of identity card or passport /**  | **I choose the VIP Premium package (P), VIP Basic (B), VIP Fast Track (F)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

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

Reservation of VIP parking spaces:

|  |  |  |  |
| --- | --- | --- | --- |
| **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:

 catering service/additional catering, transport to the hotel, services on request (20% of the order value is added to the service)

 parking payable according to the valid price list

 VIP packages do not include fees related to standard handling. Handling fees are charged according to the price list of the Rzeszów -Jasionka Family Airport Ltd.

Contact details:

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

Form of payment:

* bank transfer
* credit card
* cash

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 airport Rzeszów Jasionka Ulma Family Sp. z o. o. available at www.rzeszowairport.pl**

\*The reservation can be cancelled not later than 24 hours before the order completion date. Otherwise, the Passenger 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 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 Port Lotniczy “Rzeszów-Jasionka” Sp. z o. o. 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*
2. *The purpose of data collection is to use the VIP service at the Rzeszów Jasionka Sp. z o.o. airport. The personal data will be processed in accordance with the GDPR, in order to perform the services rendered by Rzeszów Jasionka Sp. z o.o., 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 also the right to withdraw your consent at any time 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 will not be possible to book and perform the service*
5. *The data you provide will not be made available to any third parties. The only data recipients shall be institutions authorised by law. Further, your personal data will be disclosed to authorised people employed by the Controller based on employment contracts or civil law agreements.*
6. *The data you provide will 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 Port Lotniczy Rzeszów Jasionka Sp. z o.o. will be stored for the period of service provision and for archiving purposes, but no longer than for a period of 10 years in accordance with the requirements of the law.*
9. *I provide my personal data voluntarily and declare that they 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 Port Lotniczy “Rzeszów-Jasionka” Sp. z o.o. 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*
11. *I know that I have the right to withdraw my consent at any time*

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