ROMA
RESTAURANT
& HOTEL

www.romalibreville.com

CANCELLATION AND MODIFICATION OF THE STAY
(extract from the terms and conditions)

Any stay that has begun is fully due. Delays on arrival or early departures will not result in any refund.
The reservation (online, by phone, on site, or through any other means of communication) will be considered confirmed only after payment has been received.
Any possible refunds, when applicable, will be made in CFA Francs only.
More favorable conditions may apply for cancellations. In such cases, they will be displayed at the hotel reception.
Check-in time starts at 2:00 p.m., and check-out time is set at 12:00 p.m.

FLEXIBLE RATES

In case of early arrival (early check-in) or late departure (late check-out) not exceeding four hours, a fee (two hours or four hours depending on the case) will be applied. Beyond this limit, an additional night will be charged. These options must be authorized beforehand by the hotel management.
The guest may cancel the reservation free of charge up to 24 hours before the scheduled check-in time. After this deadline, one night per room will be charged. Unless the ROMA Hotel is notified in advance of a late arrival, any no-show before 12:00 a.m. on the scheduled day of arrival will result in the billing of one night per room, and the reservation will be considered cancelled.
An ongoing reservation cannot be modified. However, in exceptional cases, any change must be authorized by the hotel management.
Even if approved, the modification request must be made within the cancellation deadlines and before the beginning of the stay; otherwise, the request will not be considered.
If the modification is not approved, the guest will be charged as if they had occupied the room, including all services (breakfast, full-board menu, taxes) confirmed at the time of booking.
For long stays (one week or more), any cancellation must be made with a notice period equal to the length of the reservation. For example, a 10-day reservation requires a 10-day notice to be cancelled free of charge. Failing this, one night will be charged.
For group reservations (two rooms or more), the cancellation deadlines remain the same, but in case of cancellation of a room or a no-show, two nights per room will be charged.

NON-REFUNDABLE RATES

Guests who benefited from a “non-refundable” rate (including or not breakfast, and/or full-board menu, and/or half-board menu and tax) are not entitled to any refund in case of cancellation, no-show, or early departure.

REQUEST FOR BOOKING CONFIRMATION FOR VISA APPLICATION

To issue a booking confirmation (for a visa application or for any other reason), full payment of the reservation is required. In such cases, once the booking confirmation has been issued, the reservation will be considered non-refundable.

Libreville, 15/11/2025