



Room reservation form

Dear Sir/Madam,

This form has been created in order to book the room with the specified information. Please provide all the information requested below to ensure prompt processing of your reservation.

Guest Information

Guest name: _____

Company: _____

Phone number: _____

E-mail: _____

Arrival date: _____

Departure date: _____

Room rates available from 28th June -1st July, 2018:

Hotel	Room Category	Rates Applicable per room per night /plus taxes	
		Single	Double
Pullman New Delhi Aerocity	Standard room	INR 7000	INR 7000

OR

Hotel	Room Category	Rates Applicable per room per night /plus taxes	
		Single	Double
Novotel New Delhi Aerocity	Standard room	INR 5500	INR 5500

Room rates are inclusive of the following:-

- Inclusive of the Buffet Breakfast at “Pluck” for Pullman and at “Food Exchange” for Novotel guests
- Complimentary Internet for the residents
- Two bottles of water on a per day basis
- Complimentary use of swimming pool, fitness centre
- Exclusive of all applicable taxes .The Client has agreed to make payment of all taxes imposed by the government and any changes in the tax Structure due to the government policies will be applicable with immediate effect and the room rate would increase accordingly.
 - Tax on Pullman room rate – 28%
 - Tax on Novotel (Standard room) -18%

Stay Information

Select Hotel: Pullman New Delhi Aerocity Novotel New Delhi Aerocity

Number of nights: _____ Number of Rooms: _____

Number of Adults: _____ Number of Children: _____

Flight details

Flight number: _____

Arrival date/time: _____

Departure date/time: _____

Airport Transfers

- All transfers will be charged extra (Innova at INR 1100 plus taxes per way)

Period of Occupancy

- The rooms reserved shall be made available for occupancy after 1400 hours on the day of arrival. Should delegates wish to occupy the room before 1200 hours, they may choose to do so by placing a reservation from a night prior to the arrival date is recommended.
- Check-out time is 1200 hours. Daily group rate will be chargeable for late check-out beyond 1200 hours.

No-show/ Shortening of Stay

- Should there be any no-shows, shortening of stay or cancellation of confirmed bookings one hundred percent (100%) of the total room revenue / room nights reserved shall be chargeable to the signatory or individual traveler's credit card that is used to guarantee the room reservation.
- All cancellations must be notified in writing.

Guarantee: Credit card details required to hold the room on confirmed basis

Billing : Mode of payment can be cash/credit card

Kindly send your confirmation on below given e-mail address:

Name: Prashotam Rana
E-mail: h7559-RE@accor.com
Contact: 011-46080880

Alternate contact details

Name: Neha Vohra
E-mail: neha.vohra@accor.com