**ACCOMODATION RESERVATION FORM**

**The LaLiT (An enterprise of Bharat Hotels Limited)**

Sahar Airport Road, Andheri East, Mumbai - 400059, India

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Fax: +91 11 4444 7961| Visit us: [www.thelalit.com](http://www.thelalit.com/)

NEW RESERVATION AMENDMENT CANCELLATION

**GUEST INFORMATION:**

**Full Name : Mr/Mrs/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Tel : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Arrival Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Flight Number/Time** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Departure Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight Number/Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room** | **Room Rate INR**  **Single** | **Room Rate INR**  **Double/Twin** | **No. of Room** | **Room Preference/s** |
| **Deluxe Room**  (Inclusive of buffet breakfast at the coffee shop, 24 hour wi-fi in the room and in room amenities) | INR 8000+ taxes | INR 8500+ taxes |  |  |
| **Premier room**  (Inclusive of buffet breakfast at the coffee shop, 24 hour wi-fi in the room and in room amenities) | INR 9000+ taxes | INR 9500+ taxes |  |  |
| **Executive Club room**  (Inclusive of buffet breakfast at the coffee shop, 24 hour wi-fi in the room, in room amenities, two way airport transfers, Club Lounge access, Happy hours at the Club Lounge, access to the swimming pool and gymnasium) | INR 10,000+taxes | INR 10500+taxes |  |  |

**Terms and Conditions:**

* + - The above rates are subject to 28% tax GST
    - Extra bed for will be charged at INR 2000 plus tax
    - Room Categories are subject to the availability at the time of reservation
    - In the event of any cancellation after the guaranteed confirmation will be charged 1 (one) night
    - Any cancellation within 72 hours prior to the arrival date will be charged for 2 nights fee
    - No show and shorten stay will be charged for the whole duration of stay reserved
    - The cancellation fee will be automatically charged on the credit card provided and will be considered as a penalty fee and the hotel has the right to release the rooms for other selling.

**Confirmation:**

* + - This Reservation Form should be signed and returned to us by **06th November 2018*,*** otherwise the reservation will be subject to availability
    - This Reservation Form is only accepted and will be considered as the hotel confirmation with the Hotel’s acknowledgement via email of this reservation form to [ckaur@thelalit.com](mailto:ckaur@thelalit.com) with cc to [abhijit@apsca.org](mailto:abhijit@apsca.org) and echo.zhao@apsca.org

**Benefits and Inclusions:**

* Complimentary in-house Tea/Coffee making facilities
* Free Local English Newspaper
* Free entrance into Swimming pool and Fitness Center
* Complimentary 02 bottles of mineral water daily
* Complimentary sauna and steam
* Complimentary Wireless Internet

**Airport pick up**: You are welcomed at the airport by our Airport Rep. with a welcome board at the arrival terminal. For any further assistance, please contact our Duty Manager (24 hours): +91 99876 03100 or Hotel Bell Desk: +91 022 6104 3321. Our chauffer will wait at the arrival gate with a pla card. Also for Airport transportation assistance our Airport Service help line number would be 9987603151, 9987603152 and 9987603153.

**Check in & Check out Policy:**

The hotel’s check-in time is 14:00hrs and check-out time is 12:00 noon. Should you require using your room before or after these hours please inform us in advance. Early arrival or late check out requirements may be arranged subject to availability and minimum charge.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby agree to guarantee the booking as above mentioned by my credit card. From my \_\_\_\_\_\_\_ **CARD** with a Credit Card Number of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with CCV number of\_\_\_\_\_\_\_ which will expire on \_\_\_\_\_\_\_

*(Type of Credit Card)*

Attached is a copy of both sides of my credit card for your reference.

--------------------------- We would like to confirm your reservation as all above

Cardholder’s Signature

…………………………………………………………

Date: ………………………………….