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, complete this form and email same on H7560-RE@ACCOR.COM & cc neha.vohra@accor.com

**Guest Information**

Select Hotel: Pullman New Delhi Aerocity Novotel New Delhi Aerocity

Guest name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of nights: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Rooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Adults: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Children: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Room rates available from 11th till 14th February, 2019:**

|  |  |  |
| --- | --- | --- |
| **Hotel** | **Room Category** | **Rates Applicable per room per night** |
|  | **Single** | **Double** |
| Pullman New Delhi Aerocity | Deluxe room | 9000 | 10000 |

**OR**

|  |  |  |
| --- | --- | --- |
| **Hotel** | **Room Category** | **Rates Applicable per room per night** |
|  | **Single** | **Double** |
| Novotel New Delhi Aerocity | Standard room | 7000 | 8000 |

**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
* Four bottles of water on a per day basis
* Complimentary use of swimming pool, fitness centre
* A maximum of 2 adults can be accommodated in room for both Novotel & Pullman and 2 children below the age of 12 can be accommodated in Pullman only
* **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% on both single/ double occupancy
		- Tax on Novotel room rate – 18% on single occupancy and 28% on double occupancy

**Airport Transfers**

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

**Flight details**

Flight number:\_\_\_\_\_\_ Arrival date/time: \_\_\_\_\_\_

Flight number:\_\_\_\_\_\_ Departure date/time: \_\_\_\_\_\_

Airport Transfer Required (Yes/No) :\_\_\_\_\_\_

**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.

**Cancellation charges**

Cancellation charges will be applied for all guestrooms reserved and cancelled to the signatory or individual traveler’s credit card that is used to guarantee the room reservation :-

* Any cancellation after confirmation till **72 hours** – One night charges.
* Any cancellation after confirmation or after **72 hours** – Full length of stay

**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.

**Person contact:**

**Name:** Prashotam Rana

**E-mail:** h7560-RE@accor.com

**Contact:** +91 11 460 808 80

**Alternate contact details:**

**Name:** Neha Vohra

**E-mail:** h7559-SL7@accor.com

**Address:**

**PULLMAN NEW DELHI AEROCITY & NOVOTEL NEW DELHI AEROCITY**

Asset No. 2, Delhi Aerocity, GMR Hospitality District,

Indira Gandhi International Airport, New Delhi - 110037, India