

OFFICIAL ROOM RESERVATION FORM

HOTEL BOOKING FORM

18-20 September 2015

MENA Extensive Reading Foundation

GUEST PRIMARY DETAILS:

Block Code:	1509TESOLA	Company Name:	MENA Extensive Reading Foundation	
First Name:		Last Name:		
Country:		Tel No.:	Fax No.:	
Email Address:		Mobile:		

HOTEL ACCOMMODATION:

Check-in Date:	Check-out Date:
Check-in Time:	Check-out Time:

ROOM TYPE	OCCUPANCY	RATE	REMARKS
<input type="checkbox"/> Classic Room	Single Occupancy	AED 325.00	Inclusive of Buffer Breakfast
<input type="checkbox"/> Classic Room	Double Occupancy	AED 375.00	Inclusive of Buffer Breakfast
<ul style="list-style-type: none"> ▪ Above Rate(s) is/are quoted per room, per night ▪ Above Rate(s) is/are Subject 10% Municipality Fee and 10% Service Charge ▪ Above rate are <u>inclusive of Buffet Breakfast & Internet connection in the room.</u> ▪ Rooms will be subject to availability upon receipt of the signed and completed Room Reservation Form ▪ Above rates are <u>Subject to Tourism Fee AED 20.00 Net per room per night.</u> 			

FLIGHT DETAILS:

Arrival Date:	Departure Date:
Flight No:	Flight No:
Arrival Time in Dubai Airport:	Departure Time from Dubai Airport:
Airport Terminal:	Airport Terminal:

- The hotel **check-in time is from 14:00 hrs**
- Early check-in from 09:00hrs is subject to availability upon arrival / check in at the hotel.
- Check-in time earlier than 09:00hrs must be booked from the previous day.
- The hotel **check-out time is 12:00 noon.**
- Late check-out is always subject to room availability on the date of check-out date, should there be room availability:
 - Check-out until 18:00 hrs shall be subject to an additional 50% of total room rate.
 - Check-out after 18:00 hrs shall be subject to an additional (1) one night room rate.

Do you require Airport Transportation from and to Dubai International Airport Terminal 1 or 3 and the Hotel?

<input type="checkbox"/> Airport Pick-up Only	<input type="checkbox"/> Airport Drop-Off Only	<input type="checkbox"/> Airport Pick-up & Airport Drop-off
Airport Pick Up cost AED 50/- and Airport Drop Off cost AED 50/- per car per room per way Airport Terminal 1 or 3		
Airport Pick Up cost AED 75/- and Airport drop off cost AED 75 per car per room per way Airport Terminal 2		

CREDIT CARD GUARANTEE – DETAILS:

Card Holder's Name:			
Credit Card #:		Expiry Date:	
<input type="checkbox"/> VISA CARD <input type="checkbox"/> MASTER CARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DINERS			

IMPORTANT: **No room reservation request(s) will be processed unless guaranteed by Credit Card Details.**

CANCELLATION & NO-SHOW POLICY:

- Last minute Cancellation & No show charges will be 100% applicable.

DO YOU REQUIRE ENTRY SERVICE PERMIT / 14-DAY VISA?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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ENTRY SERVICE PERMIT/VISA PROCESSING

Requirements:

- Confirmed Room Accommodation Reservation in Al Bustan Rotana – Dubai.
- Clear colored scanned passport copy with minimum validity of 6 months upon entry to UAE.
- Clear colored scanned passport–size photo in jpeg format.
- Completed Hotel Visa Application Form duly signed with Credit Card Details to guarantee.
- For an International Company, a Letter of Guarantee from a local Company based in Dubai (with established hotel credit facility) is required. Otherwise, a Completed Credit Card Authorization Form with the Front and Back copy of the Credit Card to authorize Hotel to temporarily block AED 5,000.00 per person as security deposit/ guarantee against absconding or overstaying. Same amount will be released in full after guest has exited Dubai, U.A.E., without delays and problems with the Immigration Authority and upon receipt of the scanned colored passport page copy with exit stamp from UAE Immigration Authority.
- Above requirements are mandatory and must be submitted to the hotel (14) fourteen days before arrival.

Important Notes:

- The Entry Service Permit/Visa application should be through official request from the company and the company will be kept liable in the unlikely case of absconding and overstaying.
- Entry Service Permit/Visa application and processing requires minimum or at least 5 and maximum of 14 working days excluding Fridays, Saturdays & Public Holidays.
- Visa application must be guaranteed by guest's credit card or company in case of overstaying and absconding and note that no request of visa processing will be accepted if credit card details or guarantee from company is not received.
- Visa Fee is AED 340.00 per person / application and non-refundable.
- Child/Children who require/s visa hence without passport but name is indicated on mothers or father's passport will be charged at AED 340.00 per child / application as well.
- Kindly ensure that guest does not have any: valid / existing UAE visa / or even previously issued visa which are not yet expired / cancelled or another visa application from/under another company or hotel, to avoid duplication of visa processing as this may lead to visa application rejection.
- Visa application is subject to the approval of and maybe refused / rejected without a specified reason by U.A.E. Immigration Authority whereas the hotel takes no responsibility for Issuance, Delay or Rejection of the visa application
- Validity of Use: "14" days from the date of issue.
- Duration of Stay: "14" days starting from the following day of arrival. The sponsored party shall leave the country– U.A.E. on the day next to the end of the permitted duration of stay where extension is not applicable.
- As per Immigration Authority, if the guest or company wishes to cancel the *on-process* visa application, the hotel can only cancel the application 15 days after the date the application was initially submitted and will be chargeable at AED 130.00 per visa application.
- In case of No-Show, Cancellation or should the visa was not granted by the Immigration Authority; visa fee of AED 340.00 will not be refunded or adjusted instead visa fee will automatically be charged to either guest's credit card or the company's account with established hotel credit facility.
- If the guest is a national of and holds a valid passport issued by one of the following countries, the guest can obtain the Entry Service Permit/Visa at the U.A.E. airport upon arrival: Andorra, Australia, Austria, Belgium, Brunei, Denmark, Finland, France, Germany, Greece, HongKong, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Malaysia, Monaco, The Netherlands or Holland, New Zealand, Norway, Portugal, San Marino, Singapore, South Korea, Spain, Sweden, Switzerland, United Kingdom, United States of America and Vatican City as well as G.C.C. Countries: Bahrain, Kingdom of Saudi Arabia, Kuwait, Oman, & Qatar. For other countries not mentioned, processing of Entry Service Permit / Visa is required.
- The hotel is unable to submit visa application for guest(s) who are national of Iraq, Israel, Palestine, Yemen, and Syria.

Guest's Signature: _____

IMPORTANT:

Kindly send the completed and signed Room Reservation Form by email or fax to below contact details on or prior to 18 August 2015, after which date, further room reservation request(s) will be subject to room and rate availability:

Upon receipt of the above Completed Form, Reservation Confirmation Letter will be sent to your via email or fax to confirm the Room Reservation.

ROOM RESERVATION CONTACT DETAILS:

Al Bustan Rotana Dubai

Contact Person: **Minakshi Chettri Sharma**

Email: groups.albustan@rotana.com

Tel. No. + 971 4 7054189

Fax No. + 971 4 7054653