



THE ADDRESS

HOTELS + RESORTS

The Address Hotels and Resorts Room Booking Form
Media Quest Insurex Conference
24th October - 27th October 2011
The Address Dubai Marina Hotel

Please use CAPITAL letters and Fax to (009714-4238800) or email to groups@theaddress.com

DEADLINE FOR HOTEL BOOKING: **20th August 2011**

Hotel Room Reservation Details

Last Name: _____ First Name: _____

Company: _____

E-mail (block letters please): _____

Accompanying Person Details: (if sharing the same room only)

Last Name: _____ First Name: _____

Room Rate

Room Single AED 980 NET BB

Room Double AED 1060 NET BB

The above room rates are per room per night is inclusive of 10% Service Charge & 10% Municipality Fee and Buffet Breakfast in Mazina Restaurant

Visa Requirements

Delegate Nationality: _____ Accompanying Person Nationality: _____

Flight Details

Arriving Flight No: _____ Date: _____ Time: _____

Departure Flight No: _____ Date: _____ Time: _____

Hotel : Please note that hotel bookings are processed only if credit card details are provided. Should you not have a credit card, your room will be on request basis, and will be confirmed by the hotel only upon receipt of full payment. **Company** will not be responsible if the hotel is unable to hold or cancels your room if credit card details are no received before **Date**. Once the form is received, the hotel will consider this as a confirmation of the booking and in case there is no show or a cancellation after this date, at least one night charge will be made.

Check-in Date: _____ Check-out Date: _____

No. Of Rooms: _____ Single: _____ Double: _____

Please note that check in at all hotels is 1500 hrs and check out is 1200 hrs. Should you want your room to be available upon arrival, please reserve the room from the previous night.

Credit Card Details

I agree that my credit card information will be forwarded to the hotel for guarantee purposes in case of cancellation or non-arrival.

Visa Master Amex

Card Number: _____

Expiry Date: _____

Name Of Cardholder: _____

I have read and accepted the hotel room rates, hotel cancellation policy, hotel booking process and visa information.

Date: _____ Signature of Cardholder: _____



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ACCOMMODATION CANCELLATION POLICY

- All cancellations should be reported to the hotel **20 days prior to arrival** to avoid cancellation fees
- For any cancellations received after this date or no show full package charges apply.

No Show Condition: In the event of “no show” on the date of arrival, a 100% cancellation fee for all room nights booked will apply for the duration of the stay

Check In / Check Out Time Policy

Rooms are available for check-in after 15:00 hours on the day of arrival and must check-out before 12:00 noon on the day of departure.

Early Check In & Late Check Out Policy

Early check in before 08.00 will be charged at a full one night confirmed group rate. Early check in between 08.00- 15.00 hrs will be subject to availability.

Late check out until 18.00 hrs: 50% of the confirmed group rate.

Late check out after 18.00 hrs: 100% of the confirmed group rate.

Any late check out request is subject to availability

Early Departure Policy

100% of the pre-booked period will be charged should a guest depart ahead of the booked date of departure. In case of advance payment the amount will be non refundable.

No Show Policy

In the event of “No Show,” charges will be applicable as per “Room booking cancellation policy” as below.