

**Hotel Reservation Form – Reed Business**  
**Rate Valid for stay dates of 08/04/19 – 10/04/19**

Please fill the form & send the same to  
[groups@theleela.com](mailto:groups@theleela.com) & [groups.mumbai@theleela.com](mailto:groups.mumbai@theleela.com)  
 Please note rooms are subject to availability upon confirmation. Rates are valid till 22<sup>nd</sup>  
 March, 2019 post which the room & rates are subject to change, as per availability.

<b>PREFIX &amp; NAME OF THE GUEST</b>					
<b>EVENT NAME</b>	Indian Base Oils 2019				
<b>ROOM CATEGORY</b>	Premier City View Room	<b>Single Occupancy</b>	INR 6750 plus 18% taxes per night on Room +Breakfast <div style="text-align: right; font-size: small;">Please tick <input type="checkbox"/></div>	<b>Double Occupancy</b>	INR 7750 plus 28% taxes per night on room +Breakfast <div style="text-align: right; font-size: small;">Please tick <input type="checkbox"/></div>
<b>E-MAIL ADDRESS</b>					
<b>ARRIVAL DATE</b>			<b>DEPARTURE DATE</b>		
<b>ARRIVAL FLIGHT DATE &amp; TIME</b>			<b>DEPARTURE FLIGHT DATE &amp; TIME</b>		
<b>CREDIT CARD NUMBER</b>			<b>CREDIT CARD EXPIRY</b>		
<b>ANY SPECIAL PREFERENCES</b>			<b>DIETARY REQUIREMENTS</b>		

**Terms of Offer:**

- Above Rates offered are on per room per night basis.
- Buffet Breakfast will be served at pre-designated area.
- Complimentary Wi-Fi
- Bottles of Mineral water in room.
- In room Tea/ Coffee making facility
- Choice of daily general and financial newspaper
- Personal electronic safe in the room.
- Complimentary usage of Pool & Gymnasium.
- Group rate shall be applicable 01 day pre & post the stay dates (subject to availability)
- Airport transfers charges extra & special rates as per the grid below;

**Car hire – BMW Series:**

	International Airport	Domestic Airport
Airport Pick up or Drop	INR 650	INR 1350
Local use (4 Hour / 40 Km package)	INR 4750	
Local use (8 Hour / 80 Km package)	INR 9500	

The car hire may be booked in advance or with the Concierge prior to the requirement, rates are subject to 12% service tax.

**Rooms Policy:**

- The check-in time is 1400hrs and the check-out time is 1200 hrs. In case early check-in is required the rooms are required to be blocked a day prior.
- Early Check before 0800hrs will attract 100% of room charge (room to be reserved 01 night prior to the arrival date), after 0800hrs will attract 50% of room charge. The guest needs to intimate the arrival time to the hotel at the time of reservation.
- Late check out up till 1800hrs, may be confirmed complimentary subject to availability. Check out between 1800hrs till 2000hrs will attract 50% of room rate and after 2000hrs will attract 100% of room rate.

**Deposit and Cancellation policy for accommodation rooms shall be as follows:**

- Post signing the reservation form, entire length of stay booked shall be charged to the credit card provided.
- 30 days and less prior to the first check-in 100% retention for the entire stay will be charged.

***I Acknowledge and agree to the terms listed***

<b>Front Side of the Credit Card</b>	<b>Back side of the Credit Card</b>
<p><i>Please attach separate clear scan copy (photo id of card holder also to be included)</i></p> <div style="background-color: #ffffcc; width: 100px; height: 100px; margin: 20px auto;"></div>	<p><i>Please attach separate clear scan copy</i></p> <div style="background-color: #ffffcc; width: 100px; height: 100px; margin: 20px auto;"></div>
<p><b>Guest Name:</b></p>	<p><b>Signature:</b></p>