IPSEF CONFERENCE DUBAI 03-05 OCTOBER 2017

Hotel Room Reservation Form

Please complete the below and send your reservation request to the Hotel directly either fax or email

☐ **New Booking** ☐ **Amendment** ☐ **Cancellation**

GUEST CONTACT DETAILS

Name: (Mr/Mrs/Ms/Dr/Prof)_____
Last Name/Surname First Name

Company Name: _____
Company Address: _____
Zip/City Code: _____ Country: _____
Contact Number: _____ Email/Fax: _____
Passport No.: _____ Date of Birth: _____

ROOM REQUIREMENTS:

Room Type	Single Rate	Double Rate	Arrival Date	Arrival Flight	Departure Date	Departure Flight
Superior Room	**AED 625++**	**AED 675++**				

- Rates are **inclusive of breakfast** on per room per night basis and subject to 10% municipality fee and 10% service charge and a per room per night tourism dirham fee at AED 20.
- Rates and room are subject to availability upon confirmation

AIRPORT TRANSFER (AED 150 per way for 2 guests maximum)

☐ **Yes, Arrival Flight Details**: _____ **Departure Flight Details**: _____

☐ **No**

- The hotel requires 48 hrs notification for this request & amendments for transfer reservations
- Flight details are required for transfer

SPECIAL REQUEST (Subject to availability)

☐ **Smoking** ☐ **Non-Smoking** **Others:** _____

PAYMENT DETAILS
Type of Credit Card ☐ **AMEX** ☐ **VISA** ☐ **MASTER** ☐ **DINERS** ☐ **JCB**

Credit Card No. _____ Expiry Date _____
Name of Cardholder _____ Security Code _____
Signature of the Cardholder _____

Remarks:

- Please complete and forward this form to the hotel not later than 01st September 2017
- Standard check-in time is at 15:00hrs and check-out time at 12:00hrs. Early check-in and late check-out will be subject to availability.
- All confirmed reservations must be guaranteed with a valid credit card. No bookings will be accepted without credit card guaranteed
- Any cancellation notice given less than 7 days prior of the arrival date or no-show on arrival date will be subjected to a cancellation penalty equivalent to a total full room charges.

Bookers Information

Booker's Name		Company Name		Contact Details	

Please send your room booking request directly to reservations department.
Email: jchinhouseres@jumeirah.com **Fax:** +97142308556