

RESERVATION FORM

GUEST NAME	
NAME OF THE EXPO	9 th ISEM' 2014 – NEW DELHI
CHECK IN DATE	
CHECK OUT DATE	
NO OF ROOMS	
Arrival DETAIL (Pick up can be arranged @Rs 1500 per transfer from the airport)	
DEPARTURE DETAILS (Car can be arranged @Rs 1500 per transfer to the airport)	
CREDIT CARD DETAILS (Card No. & Expiry date)	

Terms & Conditions: - *All the bookings will be given confirmed status of the receipt of the complete details along with the Valid Credit Card* to be forwarded at reservations.jsd@jaypeehotels.com / saggarwal@jaypeehotels.com. Rooms are subjected to availability at the time of making booking.

Taxes - The room rates are Subject to 10% Luxury Tax on Published Tariff (INR.900), 7.42% Service Tax on charged rates and a VAT (Value Added Tax) of 0.625% on the room rate charged.

Extra Mattress - Extra mattress is chargeable at INR 2000+ Taxes per room per night, inclusive of one buffet breakfast, on request and subject to availability.

Check-In / Check-Out- The standard Check-In / Check-Out time is 12 noon.
Early Check-In & Late Check-Out is subject to availability. The following charges shall apply:

Early Check In Charges:		Late Check Out Charges:		
100%	50%	On Request	50%	100%
Arrival Before 0600 hrs	Arrival between 0600-0800 hrs	Departure between 1200-1500 hrs	Departure between 1500-2000 hrs	Departure After 2000 hrs

Guarantee Policy - Reservations are held guaranteed against credit cards authorization only. (Format Enclosed).

Cancellation & No-Show Policy - Cancellations / Amendments must be made at reservations.jsd@jaypeehotels.com at least 72 hours prior to the date of arrival as per hotel cancellation policy. Cancellations / Amendments done in less than required notice period (72 hours prior) OR non-arrival of guest amounting to No-Show will be subject to one night retention charges. All bookings made in less than 72 hrs will be charged one night automatically being within cancellation policy. One night booking charges apply to all bookings post 72 hrs.

Best Regards,
Team Reservation
Jaypee Siddharth
3, Rajendra Place,
New Delhi - 110008. INDIA.
Tel: 91-11-25760000 , Tel: 91-11-43662655/2674
Fax: 91-11-25781016 / 25721033
www.jaypeehotels.com