



Reservation Form

First Name : _____
Last Name : _____
Title : (Ms, Mr, Mrs, Dr) _____
Contact Address : _____
City : _____ Country: _____
Postal code / Zip code : _____ Email : _____
Telephone nos. : _____ Nationality : _____
Mobile nos. : _____ Passport nos: _____
Fax nos. : _____ Date of birth : _____
Name of Conference Organiser : _____
Name and date of Conference : _____

Rooms reservation :

Guestrooms		
Deluxe Room	Executive Room	Executive Suite
AED999.00	AED1,149.00	AED1,599.00

Rates offered by hotel : _____
Nos. of room required : _____
Single / double occupancy : _____

Arrival date: _____
Flight nos. / ETA _____
Departure date : _____
Flight nos. / ETD _____

Additional request : Smoking Non Smoking
Special request : _____
(including visa request) _____

Payment term

Credit card nos. : _____
Expiry date : _____
Type of credit card : VISA Mastercard AMEX
Diners Others
Cardholder name : _____

Terms and Conditions:

- Above quoted rates are inclusive of breakfast and 10% Municipality fees and 10% Service Charge
- Our official check in time is at 15:00 hours. Any request for early check in is subject to availability.
- Our official check out time is at 12:00 hours. Any request for late check out is subject to availability.
- All bookings require credit card guarantee. A return copy of duly completed Letter of Authorization required with front and back of the credit card copy.
- Reservation will not be accepted if the details of the credit card is incomplete.
- In the event of cancellation or no-show, the hotel reserves the right to charge a full amount of total night reserved.
- A minimum notice of 10 working days is required should any request for assistance in applying for the transit visa. A security deposit of AED9,000.00 is required and a minimum process charge of AED500.00 will be levied for the application. The security deposit is refundable once the guest exit from the country. Please take note that the hotel is not liable to guarantee visa approval. All visa approval is subject to Dubai Immigration's discretion. All the necessary documentations are required to reach hotel in order to process the visa. Kindly notified the Reservation Department should this service is

Declaration:

I, _____, the undersigned hereby authorize The Monarch Dubai to hold the amount incurred of the total room nights reserved as a guarantee to this reservation request. The hotel has the right to charge the total cost of the total room night reserved should this booking is cancelled or no-show on the day of arrival.
Hotel has the right to hold the security deposit and the visa processing fee as abovementioned should this service is requested and agreed by the undersigned.

Guest signature : _____
Guest name : _____
Date: _____

Kindly return this form to reservation department by email reservations@themonarchdubai.com or by fax +971 4 501 8859 before 09 November 2009.