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| Taj Palace, New DelhiReservations DepartmentSardar Patel Marg, Diplomatic Enclave, New Delhi, IndiaPhone: +91 11/2611 0202/66503829Fax: +91 11/2611 0808C:\Users\divya.saluja\Documents\Divya\TPD\Logo\Taj Palace New Delhi.jpg | **RESERVATION FORM** **For****ACMA Annual Convention 2019**1. **Kindly send the filled form to** **tphconferences.del@tajhotels.com** **devender.narang@tajhotels.com**
2. **Above rates are applicable for all bookings received till 22nd August 2019.**
3. **All communication on hotel booking should be done directly with the Hotel and ACMA will not be in a position to assist the delegates for any changes / cancellation / non availability etc.**
4. **Kindly fill one form for each room.**
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| **RESERVATION DETAILS** |
| Last Name: |  | First Name: |  |
| Organization & Designation: |  | Phone: |  |
| Passport No: Issue & Expiry |  | Email: |  |
| Check-in Date: |  | Arrival Flight:  |  | ETA: |  |
| Check-out Date: |  | Departure Flight: |  | ETD: |  |
|  |
| **ROOM TYPE SPECIAL RATES** | **PREFERENCES** |
|  | **Tick Choice** |  **Single/Double Rate (INR)** |  |
| **Superior Room** |  | INR 9500 / 10500 + Taxes

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| INR 12160 / 13440 inclusive of taxes |

 | **Room Occupancy:** | [ ]  Single | [ ]  Double |
| **Deluxe Room** |  | INR 10500/ 11500 + Taxes

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| INR 13440/14720 inclusive of taxes |

 | **Preferences** | [ ]  Smoking | [ ]  Non-smoking |
| **Luxury Room** |  | INR 12500/ 13500 + Taxes

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| INR 16000/17280 inclusive of taxes |

 |  | [ ]  Twin Bed  | [ ]  King Bed |
|  | **Airport Transfer:1. Tata Aria: INR 3274 per car per way2. Mercedes C Class :INR 4498 per car per way** | [ ]  YesCar Type: 1, 2, (please tick car type | [ ]  No |
| ***Terms & Conditions*** * The above rates are net-non commissionable and exclusive of taxes.
* Taxes shall be applicable on the rate charged

***Taxes as on 1st July:*** GST will be levied @ 28% on the rates mentioned above. (Please note that any change in the tax structure or any subsequent government levies will be charged as per the laws prevalent during the partaking of the service). Should your company wish to claim **Input Tax Credit** on our invoices, please ensure that the relevant GSTIN number along with the appropriate invoicing details are communicated to us at the time of booking. It is important to note that the procedure set by the GST Network require us to upload invoice with GSTIN numbers prior to check out. We may not be able to amend invoices after check out.Our check-in time is 1400 hrs and the checkout time is 1200 noon. However, should there be a request for an early check in or late checkout, we will provide accommodation, subject to availability as per the below: * Early arrival before 06:00 Hrs – full day charge
* Early arrival between 06:00 Hrs – 09:00 Hrs at 50% charge
* Early arrival between 09:00 Hrs – 11:00 Hrs at 25% charge
* Early arrival between 11:00 Hrs – 14:00 Hrs at no extra charge

***Special Inclusive for Superior, Deluxe, Luxury Rooms:*** * Buffet breakfast at the Coffee Shop per night of stay
* 24 hrs. complimentary basis wifi
* 02 Bottles of Mineral water on a complimentary basis, replenished daily
* Complimentary access to the hotel fitness center.
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| ***GUARANTEED RESERVATION***  |
| Guaranteed by: | [ ]  AMEX [ ]  Diners [ ]  JCB [ ]  MasterCard [ ]  Visa |
| Cardholder’s Name: |  | Signature: |  |
| Credit Card Number: |  | Expiry Date: |  |
| ***CANCELLATION POLICY**** Post confirmation, any cancellation, early departure or no show will attract a 100% retention charge.
* A block booking has been made for this event with limited number of rooms in the above mentioned category. Rooms will be reserved as per availability at the time of receipt of this reservation request and on First Come First service Basis.
* Keeping with our heightened security procedures, we request all guests to carry a photo-identity to present at check-in. Foreign Nationals are required to present their Passport and valid visa. Indian nationals can present any one of these: Passport, Driving License, Voter ID card or Adhaar card.

Guest Signature Date: |
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