

FORM FOR HOTEL ACCOMMODATION RESERVATION

| PLEASE TYPE ALL DETAILS CLEARLY IN BLOCK LETTERS | | | |
|--|--|-----------|--|
| Title | | | |
| First Name | | Last Name | |
| Institution / | | | |
| Organization | | | |
| Mailing Address | | | |
| | | | |
| | | | |
| | | | |
| City | | | |
| Country | | Zip Code | |
| Mobile | | | |
| Email | | | |

| HOTEL DETAILS | | | | |
|---|--------|--|----------------|--|
| Hotel Choice | | | | |
| Type of Room Required | SINGLE | | DOUBLE | |
| Check in Date | | | Check Out Date | |
| Co – Sharer Name (in case of double occupancy | | | | |
| Special Requests, if any | | | | |



HOTEL OPTIONS

| 5 & 4 Star Hotels | | | | | |
|-------------------|---------------------------------------|---------------------|---------------------|-------------------------|--|
| S. No | Hotel | Single Occupancy | Double Occupancy | Distance from the Venue | |
| 1 | The Grand | 9000 | 9000 | Venue Hotel | |
| 2 | Jaypee Vasant Continental | 9000 | 9500 | 3 kms | |
| 3 | Hotel Lemon Tree | 6700 | 7200 | 5 Kms | |
| | 3 St | ar & Budg | get Hotels | S | |
| S. No | Hotel | Single Occupancy | Double Occupancy | Distance from the Venue | |
| 1 | Red Fox | 5500 | 6000 | 5 Kms | |
| 2 | Hotel IBIS | 7100 | 7800 | 5 Kms | |
| 3 | IRIS Park Prime | 4675 | 5225 | 6 Kms | |
| 4 | Qutub Residency | 3300 | 3300 | 5.6 Kms | |
| 5 | USI Residency (Standard Room) | 3000 | 3000 | 11 Kms | |
| 6 | USI Residency (Standard Apartment) | 5500 | 5500 | 11 Kms | |
| 7 | USI Residency (Deluxe Apartment) | 7000 | 7000 | 11 Kms | |
| 8 | USI Residency (Deluxe Apartment) | 9000 | 9000 | 11 Kms | |
| 9 | Hotel south Gate | 3800 | 4000 | 6.4 Kms | |
| 10 | Hotel Fables | 3550 | 3700 | 7 Kms | |
| 11 | Cosy Grand | 4150 | 4150 | 7 Kms | |

Terms and Conditions

- Rates are in INR and are inclusive of Room, Breakfast and Taxes, unless specified. Extras are not included and to be paid directly by the guest.
- The above mentioned rates are only valid, if booked through official conference managers.
- In case of any changes in tax structure by the Government, the revised tax amount will be applicable and will be payable by the Delegate/Guest.
- Room booking is possible against 100% advance.
- All Rates given above are per room per night basis.



- Rooms will be allotted on a first come first serve basis and are subject to availability.
- The check in time is 1400 hrs and check out time is 1200 Noon.
- All payment should reach the Official Travel Agent within ten days of submitting the Hotel Accommodation form or else the same will be treated as a dummy booking and cancelled thereby.
- Accommodation through Official Travel Agent will be provided only to registered delegates.
- All Bank Charges will be borne by Guest directly.
- Children below 5 years can enjoy a complimentary stay.
- Extra beds are not common in all the hotels and cost for an extra bed will be additional, for details/requirements please contact the undersigned.
- Refund, if any will be made 30 days after the completion of the congress.

Mode of payment:

Demand Draft:

Demand Draft in favour of "PLAN IT MEETINGS AND CONFERENCE PVT. LTD" payable at New Delhi and to be sent to below mentioned address.

Cancellation Policy

| Cancellations received before 90 days prior to check in date | No cancellation charges |
|---|--------------------------------------|
| Cancellations received between 90 –60 days prior to check in date | One-night room charge |
| Cancellations received | Minimum 01 night or 25% of the |
| between 59 - 30 days prior | total billing, whichever is higher, |
| to check in date | will be charged as retention |
| Cancellations received less than 30 days | 100% cancellation charges applicable |

Queries and Bookings contact:

Ms. Ragini Wanchoo / Vishal Rathour on the below details: Plan it! By Creative Travel Creative Plaza, Nanakpura, Moti Bagh, New Delhi - 110021, INDIA Mob: 91- 8826158777 / 91- 9136619981 Email: raginiwanchoo@planit-india.com / vishalrathour@planit-india.com