

SUN & MOON, Urban Hotel

Accommodation Reservation Form

**** Reservations should be made before or on.....07th July 2024.....**

Company/Group/Event Name: Ministry of Post and Telecommunications

Guest Name	(First name)	(Last Name)	Mr./Ms/Miss/Mrs.
Arrival Date		Flight:	ETA:
Departure Date		Flight:	ETA:
Tel No:		Fax No.	Email:

ACCOMMODATION

ROOM TYPE	SINGLE (1 Pax)	DOUBLE (2 Pax)
Deluxe King Bed	USD 65 <input type="checkbox"/>	USD 75 <input type="checkbox"/>
Deluxe Twin Bed	USD 65 <input type="checkbox"/>	USD 75 <input type="checkbox"/>
Suite Kind Bed Without Balcony	USD 115 <input type="checkbox"/>	USD 125 <input type="checkbox"/>
Suite King Bed With Balcony	USD 135 <input type="checkbox"/>	USD 145 <input type="checkbox"/>

***Remark:** All rates quoted are in United States Dollar and inclusive of 10% government taxes, 5% service charges and 2% accommodation taxes.

Room Rates are including following arrangements:

- Welcome drink and cold towel
- **Breakfast** at SALT N' PEPPER, GASTROPUB
- Two bottles of complimentary drinking water in the room
- Coffee and tea facilities in the room
- Complimentary use of swimming pool, fitness center, sauna, jacuzzi and steam
- Complimentary Wi-Fi service in the room and public areas

All reservations must be guaranteed with major credit card.

In order to guarantee your reservation at the above-mentioned hotel, please indicate your **Credit card no.** below:

--	--	--	--	--

Expiry Date:.....

Cardholder's Name (as it appears on the credit card):

Type: Visa / Master Card / American Express / Others

• Date: _____

• Signature: _____

PAYMENT METHOD:

PRE-PAYMENT CASH ON ARRIVAL CREDIT CARD ON ARRIVAL
 CASH ON DEPARTURE CREDIT CARD ON DEPARTURE

Terms and Conditions:

- Any reservation making will subject to hotel room availability.
- Check-in time: 14:00 and check-out: 12:00 noon. Check in before or check out after these times are subject to early check in or late check-out charges.
- For non-guaranteed reservation, the room will be released at 6.00pm.
- Cancellations 3 day prior to arrival - no charge
- Cancellations less than 3 days or Non arrival – one-night stay per room will be charged to guest credit card or company account.
- At the time of check-in, SUN & MOON, Urban Hotel will authorize the charges for anticipated incidentals for the duration of the guests' stay against your credit card.
- All incidental charges must be paid in full upon checkout from SUN & MOON, Urban Hotel. If the outstanding charges do not exceed the authorization taken on check-in, the authorization for the amount not utilized will be released.

TRANSPORTATION: Hotel transfers are available to and from the airport:

Kindly tick (“√”) in the box at below and fill in the **flight details** for transfer arrangement:

<input type="checkbox"/> USD 20/per way (for up to 2 persons)	(_____) PICK UP from Airport to SUN & MOON, Urban Hotel
	(_____) SENT OFF from SUN & MOON, Urban Hotel

Remark: All rates quoted are in United States Dollar and inclusive of 10% government taxes, 5% service charges).

Transportation Cancellation policy:

- Cancel 4 or more hours in advance, no charge.
- Within 4 hours, 100% cancellation fee.