

HOTEL RESERVATION FORM FOR 32nd CONFERENCE OF SOUTH ASIAN NETWORK OPERATORS GROUP (SANOG)

LE MERIDIEN DHAKA

Last Name:		E-mail:	
First Name:		Telephone / Mobile:	
Arrival Date:	Flight:	Time:	Pickup:
Departure Date:	Flight:	Time:	Drop:
Passport Number:		Nationality:	
Company Name / Travel Agent / FIT:			
Room Type		No. of Room/s:	No. of Adult:
Room Name	Rate		No. of Child:
Deluxe Room (Single)	USD ++ or USD	Special Req:	
Deluxe Room (Double)	USD ++ or USD		
		Gst Direct	CC Number:
		CC Type:	Exp Date:
		Card Holder Name:	
		Direct Billing:	Company / Third Party Authorization Letter
Room Rate Includes: Buffet Breakfast at Latest Recipe			
Starwood Preferred Guest (SPG) Number:			
Terms + Conditions			
Above rates are subject to 10% Service Charge and 15% VAT attracted at compound calculation (26.5%). All payments to the hotel shall be made in Bangladeshi Taka (BDT) at the current conversion rate of the hotel. This conversion rate and any applicable taxes may change without prior notice (Current conversion rate is USD 1 = BDT 83).			
Reservation Policy:			
Check-in time is 15:00 and checkout time is 12:00. For guaranteed room availability prior to 15:00, room must be pre-reserved from previous night at a full night's room rate charge. Pre-authorization will be taken on the credit card for guarantee purpose. Requests for early check-in or late checkout will be subject to availability and charged accordingly. Rooms will be held on confirmed basis subject to guarantee either by the company in writing or by credit card. Valid government photo identification proof is required for check-in. Any non-guaranteed reservations will be released at 18:00 one day prior to the date of arrival. Please indicate your preference of smoking / non-smoking rooms at the time of booking. Allocation is subject to availability.			
Guarantee Policy: Valid credit card, advance payment or authorization letter from the company.			
Cancellation Policy: Any cancellation must be done in writing (either by letter, facsimile or e-mail) prior to 48 hours of arrival time. Cancellation later than this will incur 01 night room charge including applicable Service Charge and VAT.			
Contact Details			
E-mail: reservations.dhaka@lemeridien.com			
T + 88 02 890 0089 / + 88 0963 890 0089 / F + 88 02 890 0090			
_____ Guest / Booker Sign		_____ Reservation Sales Agent's Name	
		_____ Date	
LE MERIDIEN DHAKA 79/A Commercial Area, Airport Road Nikunja 2, Khilkhet, Dhaka 1229 Bangladesh T +88 02 890 0089 +88 0963 890 0089 F +88 02 890 0090 lemeridien.com/dhaka N 23° 50' E 90° 25' DESTINATION UNLOCKED			