



Please return this form as soon as possible to:

Achin K Mathur  
**Taj Palace Hotel**  
 Sardar Patel Marg, Diplomatic Enclave  
 New Delhi, India  
 Phone: +91 11/2611 0202  
 Fax: +91 11/2611 5055 or 2611 0808  
 Email: [palace.delhi@tajhotels.com](mailto:palace.delhi@tajhotels.com)

**Global Initiatives Reservation Form**  
**New Delhi, 14<sup>th</sup> to 17<sup>th</sup> January 2009**  
**Taj Palace Hotel Reservation Form**

Please complete the below form in **BLOCK LETTERS** and submit this form preferably by Email (or by fax) to the address mentioned above no later than **14<sup>th</sup> November 2008**:

**RESERVATION DETAILS**

Last Name: .....	First Name: .....	
Organization / Designation: .....	Phone: .....	
Fax: .....	Email: .....	
Check-in Date: .....	Arrival Flight: .....	ETA: .....
Check-out Date: .....	Departure Flight: .....	ETD: .....

Room Type SP RTS	Tick Choice	INR Sgl Rate	INR Dbl Rate
Taj Club		17500	19000

**Room Type:**                     Single                     Double                    **Preference:**                     Smoking                     Non-smoking

**Airport Transfer:**                     Yes                     No

**Remarks:** .....

**TERMS AND CONDITIONS**

- The above room charges are per night room rates and are applicable for this particular event only for the dates mentioned.
- All rooms are inclusive of Buffet Breakfast at the Coffee Shop with one way airport transfer amongst many other benefits. Details available with the Reservations.
- Check-in time is 14.00 hrs while the check out time is 12.00 noon and requests for an extension on the same would be subject to availability. Early check-in prior to 10.00 am or late check out beyond 14.00 hrs will be charged an 50% of the above mentioned tariff. Early check-in before 07.00 am or late departure post 17.00 hrs will be charged 100% of the above mentioned tariff.
- All taxes extra as applicable. All bills must be settled at the time of departure by an approved credit card or cash. Taxes at present are 12.5% on the printed tariff.
- Please mention the name of the conference as a reference point in any communication to the hotel to avail of the special rates/benefits.

**Guaranteed reservation**

The reservation will be held guaranteed **only** on receipt of a **Credit Card Guarantee** and **one night's advance deposit. As rooms and tariffs are subject to availability, please make your booking as soon as possible.**

Guaranteed by:                     AMEX    Diners    JCB    MasterCard    Visa

Cardholder's Name: .....

Credit Card Number: .....

Signature: .....

Expiry Date: .....

**Cancellation policy**

- In case of cancellation of individual rooms from 90 days to 60 days before the check-in of the conference, there shall be a 25% retention levied by the hotel inclusive of Taxes
- In case of cancellation of individual rooms from 60 days to 30 days before the check-in of the conference, the hotel reserves the right to charge the individual 50% retention inclusive of Taxes.
- In case of cancellation of individual rooms 30 days before the check-in of the conference, the hotel reserves the right to charge the individual the entire Length of stay as retention.