



POLANA SERENA
HOTEL



RESERVATION CONFIRMATION FORM

"EnergyNet Powering Booking in Maputo from 07 to 08 May, 2015

Room reservations & airport transfers should be booked by completing this form and returned by 21 April, 2015

By Email to: Reservations@serena.co.mz

A confirmation will be sent to all delegates upon receipt of this completed form

Name Dr. / Mr. / Ms. / Mrs./other: please
specify
Select one Last Name First Name

Telephone () Facsimile ()
Country code/ Area code/ Telephone Country code/ Area code/ Facsimile
No. No.

*** Email address:

Arrival Date/Time Departure Date/Time

Pre-booking requirement: [please specify date you require a room]:

Arrival Flight No Departure Flight No

Transportation Request:

From Mavalane International Airport (date :)
From Hotel to Mavalane International Airport (date :)

Credit Card Details

To guarantee your booking, kindly provide us your credit card details.

.[] American Express .[] Diners Club .[] Master Card .[] VISA [] Others: _____

Credit Card Number _____

Card Member's Name _____ Expiry Date _____

Signature _____ Date _____

Alternatively money can be transferred to the hotel using the details below: please confirm with reservations

A/C:

HOTEIS POLANA S.A

BANK NAME: STANDARD BANK

Account Number: 108-464998-101-1

Currency: USD

NIB: 000301080464998101142

IBAN: MZ59000301080464998101142

SWIFT: SBICMZMX



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Rooms In the Polana Mar & Main Hotel

	<u>Special Rate</u>
Standard Room	[] US\$275.00(single occupancy)
Deluxe Room	[] US\$290.00(Single occupancy)
Executive Suite	[] US\$660.00(Single occupancy)

☞ The above mentioned rates are per room per night including Breakfast and all Government taxes.

☞ For Double occupancy, kindly add US\$75.00 daily in each room type

Special Requests (Please tick) * All requests are subject to availability.

[] King Bed [] Twin Bed [] Smoking room [] Non-smoking room

☞ All reservations are subject to confirmation by the Hotel. Kindly return your completed booking form by **now till 21st April 2015.**

☞ The official **check-in time** is **1400** hours and the **check-out time** is **1100** hours.

☞ In the event of a no-show, a **one-night room charge** will apply and the charge will be debited to your credit card. **Terms and conditions of staying at the Hotel apply.**

HOTEL USE ONLY

Terms and Conditions

- 7.2 For rooms cancelled from the group reservation 3 days before the arrival date, a minimum of 2 (two) night accommodation revenue will be levied as cancellation fee i.e. Number of Rooms Cancelled x Room Rate x 2 Nights.
- 7.3 For any room/reservation cancelled 3 days prior to the arrival date or any no-shows, the Total Group Accommodation Revenue will be levied as Cancellation fee, i.e. Total Number of Rooms Booked and Confirmed / No Show x Room Rate x Total Number of Nights Booked / No Show.