

**Accommodation Reservation Form**

**Global CCS Institute**

Sofitel Abu Dhabi Corniche	ID Reference for Room Block: <b>Global CCS Institute</b>
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**Guest Details**

Title (Mr/Mrs/Ms):		Guest Name:	
Company Name:			
Address Details:			
Telephone Number:			
Email Address:			

**Reservation Details**

Room Type:	Room Rate (per room/per night):
SUPERIOR SINGLE	AED 750
SUPERIOR DOUBLE	AED 800
Luxury Room Single	AED 850
Luxury Room Double	AED 900
Luxury Club Room Single	AED 950
Luxury Club Room Double	AED 1000

Please complete your arrival and departure details below:

Check-In Date	Arrival Flights Details			Check-Out Date	Departure Flights Details		
	Airline	Flight Number	Arrival Time		Airline	Flight Number	Departure Time



<p><b>Airport Transfers</b> <b>from Abu Dhabi airport charged at AED 210.00 / to Abu Dhabi airport AED 200.00</b></p>	Requested <input type="checkbox"/>	Not Requested <input type="checkbox"/>
<p><b>Airport Transfers</b> <b>from Dubai airport charged at AED 650.00 / to Dubai airport AED 640.00</b></p>	Requested <input type="checkbox"/>	Not Requested <input type="checkbox"/>

### **Reservation Terms and Conditions**

- In U.A.E Dirham (AED), Per room & per night
- Subject to 10 % Service Charge & 6% Tourism Fees
- Inclusive of Breakfast Buffet, served at Corniche all day dining Restaurant
- Inclusive of complimentary usage of WIFI in the rooms, meeting space and public areas
- Arrival & departure dates falling before or after the above mentioned dates will be subject to availability & charged at the daily available rate agreed upon.
- Extra rooms during the above mentioned dates will be subject to availability & charged at the best available rate as per the hotel based on occupancy

### **Cancellation & No-Show**

All room cancellation for conference participants must be made 1 day prior to arrival of each individual Booking

Any booking that is canceled after the mentioned time OR in case of No Show one night cancellation charges will be applicable.

### **Club Millesime Facilities**

- Open Daily from 6:30 am to 23:00 pm
- Butler Service & Concierge Service available.
- Private access to "Club Millesime" with an all-day culinary presentation:
  - Breakfast (from 6:30 am to 10:30 am weekdays & 6:30 am to 11:00 am weekend).
  - Light snacks (from 12:00 pm to 3:00 pm).
  - Afternoon Tea (from 3:30 pm to 5:00 pm).
  - Complimentary alcoholic beverage selection served by the glass (from 5:30 pm to 7:30 pm).
  - Late night savories (from 6:00 pm till 9:00 am).
  - All day complimentary soft beverages, tea or coffee service.
- Nespresso coffee machine and upgraded amenities in the room.
- 1 hour free use of the Club meeting room – day (subject to prior reservation and availability).
- Complimentary Shoe Shine service.
- Unlimited in-room internet broadband access free of charge.
- Choice of International Newspapers & Magazines in the Club Lounge.
- Late check-out at 4:00 pm subject to availability
- Pillow Menu
- Business Center with Computer station and Internet access in the lounge
- Unlimited Local Telephone Calls



**PLEASE KINDLY PROVIDE YOUR CREDIT CARD DETAILS IN ORDER TO GUARANTEE THE BOOKING**

I understand the terms and conditions of the reservation and cancellation/no-show and wish to guarantee the above reservation for the full number of nights as stated above.

I authorise for the credit card details below to be charged in the event of cancellation or no-show.

<b>Card Holder Name:</b>		<b>Card Type:</b>	
<b>Card Number:</b>		<b>Card Expiry Date:</b>	
<b>Signature of Card Holder (required if sending by fax):</b>			

The release period of rooms will be:

**100% of all rooms available rooms still blocked will be released on 20th of August 2014 at 6:00 pm**

PLEASE COMPLETE THE FORM AND EMAIL IT TO [H7507-RE@SOFITEL.COM](mailto:H7507-RE@SOFITEL.COM)

