

STEIGENBERGER
HOTEL BUSINESS BAY
DUBAI

HOTEL RESERVATION FORM

ICBA Quinoa Conference

Title:	Mr. / Mrs. / Miss
First Name:	
Last Name:	
Company:	
Tel. No.:	
E-mail:	
Arrival Date:	
Arrival Time / Flight No.	
Departure Date:	
Departure Time / Flight No.	
Credit Card Number	
Expiry Date	

Please check the type of accommodation required:

Superior Room – Single (Breakfast included)	AED 608.00
Superior Room – Double (Breakfast included)	AED 668.00

- Above room rates are quoted in AED and are per room per night.
- All room rates are inclusive of 10% municipality fee and 10% service
- Buffet Breakfast is included in the accommodation rate.
- Basic WIFI, Access to the Gym, Access to the Sauna Room are included in the rate.
- ICBA is supplying daily shuttle bus to Zayed University from the hotel
- This reservation form does not serve as a confirmation. A written confirmation will be sent to you by the Hotel after receipt of this reservation request form.
- Please report your bookings requests latest by **28/11/2016**. All requests will be confirmed subject to the availability of the hotel at the time of your confirmation
- No show charges to apply without a notification from the hotel.
- Entry Visa can be processed at least 30 days prior to arrival through the Hotel at a non-refundable rate of AED 500 per person.
- **Should you request to extend your stay with the Steigenberger Business Bay Dubai, please be aware that rates and vacancies will be subject to availability.**
- **Cancellation received more than 7 days prior to arrival – no charge**
- **Cancellation received after 7 days prior to the arrival and/or no show – entire stay will be charged.**

Please be advised that all your reservation forms would be honored only if guaranteed by a credit card or any other form of payment in advance. Please see attached credit card authorization form

Signature _____

Please email the form once completed to:

E-mail: reservations.business-bay.dubai@steigenberger.com

For any further assistance please contact us at: +971 (0)4 369 0000

