

**Room Reservation Form – HOTEL ANNAPURNA**  
**RHSC General Membership Meeting 2019, Kathmandu, Nepal**  
**24 – 29 March 2019**

**Please return this form not later than 11<sup>th</sup> January 2019 to**  
[reservation@annapurna.com.np](mailto:reservation@annapurna.com.np) / [ashish.pant@annapurna.com.np](mailto:ashish.pant@annapurna.com.np) / [saurav.basnet@annapurna.com.np](mailto:saurav.basnet@annapurna.com.np)  
**or to +977-1-4225236**

**IDENTIFICATION**

GUEST FULL NAME: \_\_\_\_\_

PHONE NO: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ CITY / COUNTRY: \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

**AIRPORT TRANSFER**

AIRPORT PICK UP/DROP:  YES  NO

ARRIVAL FLIGHT NUMBER: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_

DEPARTURE FLIGHT NUMBER: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

**ACCOMMODATION**

ROOM TYPE: DELUXE ROOM

SINGLE USD 110,00  DOUBLE USD 120,00

- Rates are subject to 10 % of Service charge and 13 % of VAT

The above rates have the following value additions:

- Welcome drinks upon arrival.
- Complimentary buffet Breakfast.
- Tea/Coffee making services in the room.
- Airport drop and pickup facility.
- Complimentary Local English Newspaper daily.
- Iron and Ironing board upon request.
- Complimentary Safe deposit locker during the stay.
- Complimentary WIFI

**CREDIT CARD DETAILS:**

CARD TYPE:             VISA         MASTER         AMEX

CARD NUMBER \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_ CVV CODE: \_\_\_\_\_

CARD HOLDER: \_\_\_\_\_

**GENERAL TERMS AND CONDITIONS:**

- Early check-out will be subject to 75% charge of the remaining nights.
- Check-in & check-out for the hotel is at 12:00 hour's (Noon), local time. Please note that reservations need to be pre-booked the night before for immediate check-in

**RESERVATION POLICY**

- All reservations must be accompanied by a duly completed Reservation Request email/form/fax. Naming list of the confirmed booking to be advised, in writing, 72hrs prior to arrival of the guest.
- Exchange orders for all confirmations must be forwarded to the hotel at least 72hrs prior to arrival of the guest.

**CANCELLATION POLICY**

- In case of a cancellation (less than 72 hrs before arrival date) or No – Show of confirmed booking, shall attract a one-night room retention charge on contracted rate.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_