



RENAISSANCE®
DUBAI HOTEL

Centre for Management Technology

January 22 -23, 2008

ROOM RESERVATION FORM

DEADLINE TO MAKE ROOM RESERVATIONS December 21, 2007

Please note that after cut off day, room & rates are subject to availability

Type of room: _____

Total number of rooms required: _____

Rates:

Single Deluxe Room AED 1100.00 + 20% service charge and municipality fee per room including breakfast

Double Deluxe Room AED 1200.00 + 20% service charge and municipality fee per room including breakfast

Guest Family Name		First Name	
Arrival Date		No. of nights	
Arrival Time		Flight Details	
Departure Date		Departure Time Flight Details	
Dubai International Airport Transfers - Exclusive Pick Up (AED 75.00 net per way)			
Airport Pick Up	<input type="checkbox"/> Yes <input type="checkbox"/> No	Airport Drop	<input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name		Contact Name	
Company Address:			
Phone Number		Fax Number	
Reservation Guaranteed by	<input type="checkbox"/> Credit Card		
<u>Credit Card (please attach scanned copies of both sides of the credit card)</u>			
Credit Card Details: AMEX – VISA – DINERS – MASTER CARD –		Others _____	
Credit Card Number : _____		Expiry Date: _____	
Card Holder's Authorization Signature: _____			
Special Request : Smoking / Non-smoking VIP () Are you a repeat guest : Y/N			
Visa Required: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Urgent Visa Dhs. 350.00 +10% municipality fee			
For visa request, please fill up visa application form completely and fax to 971 4 2686511 along with the required documents			
Important Note:			
For all Guest Visa Applications, the Dubai Naturalization & Residency Department (DNRD) requires a colored passport copy in addition to the scanned photograph of the applicant in order to process visas. Any visa applications without the above 2 items will not be processed by the Hotel as the visa submission will not be accepted by the DNRD. This New Rule is effective as of the 20 th August 2007.			

Cancellation Charges:

December 1 – 20, 2007

December 21 – January 10, 2008

January 11, 2008 onwards / no show

1 night charge to credit card

2 nights charge to credit card

full stay charges to credit card

Non-smoking rooms are subject to availability.

Please fax back to the attention of: **Event Booking Center** Fax # (971) 4 2686511

E-mail: marilou.domalaon@renaissancehotels.com