



HOTEL RESERVATION FORM
 Zayed the First Street, Abu Dhabi, 6727 United Arab Emirates
GROUP CODE – NIRSKH2022

BOOKING DETAILS

Last name (Mr./Mrs./Miss): _____ First name: _____
 Date of birth: _____ Nationality: _____
 Arrival date: _____ Flight number: _____ Time: _____
 Departure date: _____ Flight number: _____ Time: _____

GUEST DETAILS

Passport number: _____ Date of issue: _____
 Title: _____ Company name: _____
 Address: _____
 City/State: _____ Country: _____
 Zip/Postal code: _____ Email: _____
 Telephone: _____ Fax: _____

Room Type	Single (RO)	Double (RO)	Single (BB)	Double (BB)
Standard Room	AED 282	AED 282	AED 325	AED 370

PLEASE RESERVE - Please tick the appropriate boxes for your service

Room rates

Room Type	Single occupancy	Double Occupancy	Benefit Included
Preferences: Smoking <input type="checkbox"/>	King-size Bed <input type="checkbox"/>	Twin bed <input type="checkbox"/>	NOTE: Subject to availability

Transportation Service - chargeable - Service must be booked in advance.

Pick up	Yes	No	Number of persons
Drop off	Yes	No	Number of persons
Payment Method:	All charges will be paid by guest own account		
Other Special Request:	RESERVATIONS GUARANTEE - Credit card with expiry date is required upon making reservation		

Credit Card Type	American Express <input type="checkbox"/>	Master Card <input type="checkbox"/>	JCB <input type="checkbox"/>	Diners Club <input type="checkbox"/>	Visa <input type="checkbox"/>
Credit Card No:				Expiry Date:	
Card Holder's Name				Signature:	

Check-in / Check-out

- Check-in: check-in is at 1500 hours.
- Rooms required before 1500 hours on the day of arrival on confirmed basis must be pre-blocked. An additional one (1) night room charge will be levied.
- Check-out: check-out is at 1200 hours. All late check-outs are arranged based on availability and need to be confirmed.
- All reservations must be made on the official Hotel Reservation Form.
- Full credit card details (number and expiry date) and flight details are required to guarantee your reservation.

Cancellation Policy:

Non-guaranteed bookings will be held 7 days prior to arrival date until 16:00Hrs hotel time. For late arrivals, kindly guarantee your bookings by providing credit card details or company covering letter.

Guaranteed bookings can be cancelled free of charge 7 days prior to arrival date before 16:00 Hrs. hotel time. In the event of No Show or Early Departure, entire stay charge is applicable.

Early departure / No show penalty

A penalty charge will be applied to personal accounts of equivalent to total room night charges blocked and confirmed, under the following situations:

- Bookings made with early departure from the earlier check out date confirmed when making the reservations.
- Bookings made with "no show" at the hotel

Remarks

- The above rates are quoted in AED and inclusive of to 25.5% all the taxes and AED 15 municipality fees.
- Please be advised that bed type and smoking preference are subject to room availability upon arrival.
- Please send the completed form with your signature directly to the Hotel via **EMAIL** at reservations@sheratonkhalidiya.com