



Please return this form as soon as possible to:

Reservations Department  
**Taj Palace Hotel**  
 Sardar Patel Marg, Diplomatic Enclave  
 New Delhi, India  
 Phone: +91 11/2611 0202  
 Fax: +91 11/2611 5055 or 2611 0808  
 Email: [palace.delhi@tajhotels.com](mailto:palace.delhi@tajhotels.com)

**Taj Palace Hotel Reservation Form for**



International Exhibition & Conference on Homeland Security

Please complete the below form in **BLOCK LETTERS** and submit this form preferably by Email (or by fax) to the address mentioned above no later than: **15 March 2010**

**RESERVATION DETAILS**

Last Name: .....	First Name: .....	
Organization / Designation: .....	Phone: .....	
Passport No .....	Email: .....	
Check-in Date: .....	Arrival Flight: .....	ETA: .....
Check-out Date: .....	Departure Flight: .....	ETD: .....

Room Type SP RTS	Tick Choice →	INR Single Rate	INR Double Rate
Run Of The House		8000+10% Taxes	9000+10% Taxes

**Room Type:**       Single       Double      **Preference:**     Smoking     Non-smoking  
**Airport Transfer:**     Yes       No

**Remarks:**

**TERMS AND CONDITIONS**

- Our check-in time is 1400 hours & the Check out time is 12 noon. However, should there be an early arrival or a late departure, do let us know if you would like us to allocate the rooms upon arrival of the delegates.
- All taxes extra as applicable. All bills must be settled at the time of departure by an approved credit card or cash. However, a one night room charge will be deducted against the credit card at the time of booking. Taxes at present are 10% on the printed tariff.
- Please mention the name of the Event as a reference point in any communication to the hotel to avail of the special rates/benefits.

**Guaranteed Reservation**

The reservation will be held guaranteed only on receipt of a **Credit Card Guarantee** and one night's advance deposit. As rooms and tariffs are subject to availability, please make your booking as soon as possible.

Guaranteed by:       AMEX       Diners       JCB       MasterCard       Visa

Cardholder's Name: .....

Signature: .....

Credit Card Number: .....

Expiry Date: .....

**Retention / No Show / Cancellation Policy**

Booking should be made latest by: **15<sup>th</sup> March 2010** Bookings post this are on subject to availability basis.

**Cancellation Policy**

- Cancelled after reservation but before 45 days from the date of check in: One night charge as Cancellation Fee including Taxes.
- Cancelled between 45 days & 30 days from the date of check in: 75% of the expected billing will be levied as Cancellation Fee including Taxes.
- Cancelled 30 days or less from the date of check in: 100% of the expected billing will be levied as Cancellation Fee including Taxes.

**Guest Signature:**

**Date:**