



Please fill in the details below and send to Boniface Ng'ang'a, by e-mail: boniface.nganga@ihg.com

HOTEL ACCOMMODATION BOOKING DETAILS

Name: _____

IHG Rewards Number: _____

Address for Correspondence: _____

City Postal Code: _____

State Country: _____

Tel No: _____

Fax No: _____

E-mail: _____

INTERCONTINENTAL HOTEL

ROOM TYPE	SPECIAL RATES - 3 rd Annual Sub-Sahara Spectrum Management Conference	MEAL PLAN
<u>Superior Room</u>		
Single	\$ 100.00	Bed Breakfast
Double	\$ 135.00	Bed Breakfast

Number of Rooms Required: _____

Accommodation required from _____ to _____

Airport Pick-up:

- We provide airport pickup at a charge of US\$ 30.00 per person; one-way.
- Complete Flight details should be submitted at least 24 Hrs in advance for individuals. For groups of over 15 participants reservations for the same should be submitted at least 3 Days prior to the arrival date

Flight Details;

Do you require airport pick up? Yes _____ No _____ (If yes, please fill your flight details below)

Arrival

Flight No. _____ Time: _____

Special requirements

PAYMENT OPTIONS

Credit Card For Guaranteeing Reservation:

Please specify type of card (AMEX, VISA ETC): _____

16 Digit Card Number: _____

Expiry Date (MM/YY): _____

Name as on Card: _____

Approval Signature: _____

TERMS & CONDITIONS

- These Special Bedroom Rates have been negotiated with the Client and represent the best rate available considering the volume of rooms, length of stay and season.
- After receiving your booking, a letter of confirmation will be mailed.
- The number of nights booked will be based on the arrival & departure details.
- These rates are inclusive of breakfast charges and the statutory taxes, which is currently at 28%.
- Additional services i.e. laundry, meals, Telephone calls, etc. should be settled directly with the hotel at the time of check out.
- These Special Bedroom Rates will apply for there (3) days before and after the event dates only.
- We also require credit card details of each participant or a credit card covering all the guests in order to guarantee the accommodation rooms and also for purposes of securing the charge in case of a no-show or cancellation.
- Check-in time is 1400hours. Although the Hotel will make every reasonable effort to accommodate guests who arrive before the check-in time, the Client recognizes that guest rooms may not be immediately available. Baggage storage will be available from the Hotel. The Hotel check out time is 1200hours.
- Reservations with no form of guarantee at time of booking will be released at 1600hrs local time on day of arrival.
- In an event you cancelled your reservation past 1600hrs local time or failed to arrive, the total room and tax charge will apply.
- All early arrivals and late departures will be paid for by the guests
- All changes or cancellations must be made in writing & will be subject to conditions mentioned above.

For further assistance, please contact;

Winnie Njoki
Banquet Sales Executive
Tel: +254 20 32 00 314
Fax: +254 20 320 00 030
Email: winnie.njoki@ihg.com