

**ITC GRAND CHOLA - A Luxury Collection Hotel, Chennai**  
**NASSCOM HR SUMMIT - 2018**

To: Rooms Reservations Department <b>ITC Grand Chola , Chennai</b> #63, Mount Road , Guindy , Chennai 600032, India conferences.itcgrandchola@itshotels.in E-mail: +91 44 2220 0220 Fax : +91 44 2220 0000 Tel :	From : Guest Name Company: Company Name _____ _____ _____ Fax : _____ Tel : _____ E-mail: _____
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**Guest's Information**

Mr/Ms	_____	_____
	Last Name	First Name
Company Name	_____	
Title	_____	
Email address	_____	

**Reservation Requirements: Rates Valid between 24th July 2018 to 28<sup>th</sup> July 2018**

Room Type	Executive Club	Single - INR 8,900	Double - INR 9,500
		<input type="checkbox"/>	<input type="checkbox"/>

The above room rates are valid between 24th July 2018 to 28<sup>th</sup> July 2018  
 For dates prior & post the best available rate of the day will be offered .The rates are non commissionable and include:  
 1. Room Charges per night  
 2. Buffet Breakfast at Venue Specified by the Hotel

Note : Wifi would be charged at INR 300 + Taxes per day & is exclusive of room rate offered.

All rates quoted are Exclusive of  
 Goods & Service Tax – 28 % on Rooms

Arrival	<input type="text"/> Date	<input type="text"/> Flight Number	<input type="text"/> Estimate time	<input type="text"/> Pick up Required
Departure	<input type="text"/> Date	<input type="text"/> Flight Number	<input type="text"/> Estimate time	<input type="text"/> Drop Required

**Airport Transfer Rates : If Required - Yes / No**  
 Pick up Rates Drop Rates  
 Honda City INR 1660 AI INR 1365 AI  
 Innova INR 2035 AI INR 1875 AI  
 Note: The above rates are inclusive of taxes and subject to change.

**\* Check-in time in 2.00 P.M. and check out time is 12 noon. Early check-in and late checkout will be charged as per hotel policy:**

**Room Preference \***

Preferred Room	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> No Preference
Preferred Bed	<input type="checkbox"/> King	<input type="checkbox"/> Twin	<input type="checkbox"/> No Preference
Special Dietary	_____		

\* The above is subject to availability

**Credit Card Guarantee**

Card Company	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTER CARD	<input type="checkbox"/> AMEX	<input type="checkbox"/> OTHERS
Credit Card Number	_____			Expiry: _____
Card Holders Name	_____			

An early departure fee of one room night for the respective room category shall be charged, should the guest check out prior to the reserved check out date.  
 Guests are requested to intimate any change to the hotel on or before 10th July 2018

- Reservation Guarantee**
- a) No Rooms are blocked for the requirement.
  - b) Rooms will be subject to availability at the time of confirmation.

The numbers of rooms for the event are limited and will be offered on first come first serve.

**Cancellation Policy**  
 Any cancellation in the dates of stay, will be liable for cancellation fee equivalent to the length of the stay and will be charged on the individual's credit card.