

## HOTEL ROOM RESERVATION FORM



**THE LEELA**  
 AMBIENCE GURGAON  
 HOTEL & RESIDENCES

**The Leela Ambience Hotel & Residences**  
**Gurgaon, (Delhi) N.C.R.**  
 Reservations Department  
 Ambience Island, National Highway – 8  
 Gurgaon - 122002

**E-mail:** [aditya.monga@theleela.com](mailto:aditya.monga@theleela.com)

Or

**Mobile No. – (91)- 9717596104**

**Contact no. (91)- 0124 - 4771154**

**NASSCOM®**

**Please email this form directly to The Leela Ambience Gurgaon, New Delhi (N.C.R)**

- Room/s confirmed shall be made available for occupancy after 1400hrs on the day of check-in & the check out time is at 1200hrs. If you are arriving between midnight and the official check-in time, please make the reservation for the day before.
- Bookings require a credit card guarantee to secure the reservation.
- Cancellation Policy- We respectfully requires any cancellation /amendments 07 days prior to 1200 noon on the day of arrival to avoid a one night's retention charges. All No Show will however be liable for one night's retention charges. The stay is guaranteed for the entire duration and any check out before the below mentioned departure date would be charged in full.
- Currently room rates are exclusive of 28% Tax. Any additional tax to be levied by government in future to be paid by guest.

### COMPLETE DETAILS IN FULL

**Title:** Mr. / Mrs. / Ms / Dr (please circle the correct one)

**First name:**

**Family name:**

**Tel. No.:**

**Fax No.:**

**Email:**

### FLIGHT DETAILS

**Hotel Check- In Date :**

**Hotel Check-Out Date :**

**Arrival Date:**

**Flight No:**

**Arrival Time:**

**Departure Date:**

**Flight No:**

**Departure Time:**

Airport Pick up required – Yes / No

Airport Drop required – Yes / No

Room type	Room Rate	No. of rooms Required	Remarks
Deluxe Room (Single)	INR 8000+ 28% Taxes per night		
Deluxe Room (Double)	INR 9000+28% Taxes per night		

\*We are pleased to offer airport transfers at INR 3000+taxes per way per car. Request you to kindly mention the flight details & tick / circle on the airport transfers request mentioned above to enable us to arrange the same.

### Deluxe include the following facilities:

- Complimentary buffet breakfast at the designated area.
- Complimentary usage of health club facilities like Gymnasium, Jacuzzi, sauna, steam.
- SPA facilities would be on chargeable basis.
- Complimentary tea/coffee maker in the room.
- Complimentary two bottles of mineral water.
- Two line speaker IP phones with voice mail and modem jack.
- Computer and Fax hook up facilities.
- In-room electronic safe.

### CREDIT CARD GUARANTEE (AS PER TERMS & CONDITIONS)

**American Express**

**MasterCard**

**Visa**

**Card no.:**

**Expiry Date:**

**(dd-mm-yy)**

**Cardholder's name on credit card:**

**Signature:**