

Reservation Request Form

THIMUN Qatar Annual Conference 2019  
APRIL 18 - 21, 2019

Confirmation needed: Yes  No  Date \_\_\_\_\_

Guest 1 _____ Guest 2 _____ Guest 3 _____ Check-in Date _____ Arrival Flight Details _____  Check out Date _____ Departure Flight Details _____ Room Type           Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> No of Rooms _____  No of Persons       Adults <input type="checkbox"/> Children <input type="checkbox"/>	Booker _____ Company _____ Phone _____ Fax _____ Email _____  Preferences           Smoking <input type="checkbox"/> Non-smoking <input type="checkbox"/>
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**Daily Half Board Room Rate**

**Qar. 375 Single Occupancy, Qar. 475 Double/Twin Occupancy, Qar. 575 Triple**

Above rates are quoted in Qatari Riyals and are net per room per night

Above rates include the following amenities for free:

- Buffet breakfast in our Atrium Restaurant
- Buffet lunch or buffet dinner in our Atrium Restaurant
- Airport transfers
- Internet connection in the hotel room and lobby
- Coffee/Tea making facilities in the room
- Access to our Health Club: Outdoor swimming pool and Gym
- Complimentary extra bed for triple occupancy room

**Please note that Check-in time is at 14:00 hrs and Check out time is at 12:00 hrs.**

- Early check-in charges:
  - a) From 05:00 hrs - 09:00 hrs, full room rate will be applied.
  - b) From 09:01 hrs - 13:00 hrs, half of the room rate will be charged.
- Late check-out charges:
  - a) From 12:00 hrs - 14:00 hrs is free of charge subject to availability.
  - b) From 14:01 hrs - 18:00 hrs, 25% of the designated rate will be applied.
  - c) From 18:01 hrs - 20:00 hrs, 50% of the designated rate will be applied.
  - d) After 20:01 hrs, full night rate will be charged.
  - e) Late check-out must be confirmed with the Front Desk atleast 24 hrs prior to check out and will be subject to availability.
- Since the hotel will not honor verbal cancellation to avoid inaccurate information, cancellation must be done in writing by fax or email.

**Cancellation and No Show Policy**

- Cancellation made 30 days prior to arrival, no charges will be made.
- Cancellation made 29 - 15 days prior to arrival, 25% from the expected revenue will be charged.
- Cancellation made 14 - 07 days prior to arrival, 50% from the expected revenue will be charged.
- Cancellation made 06 days prior to arrival, full amount of stay will be charged.
- Incase of No show, Arrival later or Leave earlier than indicated in the reservation, the total accommodation amount will be charged and no refunds can be made.

**Tourist Visa Request**

• Guest/s are advise to contact directly our Reservations Department for assistance:

Contact Ms.Yaroslava Sheverde  
 Phone 00974 4422 1122 / 121  
 Fax 00974 4431 5277  
 Email [reservations@plazainn.com.qa](mailto:reservations@plazainn.com.qa) ; [res@plazainn.com.qa](mailto:res@plazainn.com.qa)

**Restaurants**

The Atrium Restaurant All day dining serving international cuisine which is available for Buffet Breakfast, Buffet Lunch, Buffet Dinner. Our Room Service is also available daily 24 hrs.

The Bollywood Restaurant An excitement conceptual scene bringing you the latest in Movies, Music, and Indian Food served in ala carte.

Also serving Business Lunch @ Qar 39 only!  
 3 Course Set Menu  
 From Saturday - Thursday, 12:00 nn to 4:00pm

The Lobby Lounge Authentic contemporary lounge serving you the signature Cocktails, Snacks and other beverages.

**Credit Card Authorization**

I, \_\_\_\_\_ (full name) the undersigned with the following passport number \_\_\_\_\_, voluntarily and unequivocally authorize Plaza Inn Doha to debit my credit card (details below):

Guest Nar \_\_\_\_\_

Room inclusive of breakfast charges  
 Room + Breakfast + Lunch (Half Board)  
 Room + Breakfast + Lunch + Dinner (Full Board)


I authorize **Plaza Inn Doha** to charge the credit card number listed for the above service.

Type of credit card AMEX  
 MASTER  
 VISA


Credit card number \_\_\_\_\_ Expiry date \_\_\_\_\_  
 Name of card holder \_\_\_\_\_ Four digit security \_\_\_\_\_  
 Phone number of card \_\_\_\_\_ Signature \_\_\_\_\_

The hotel requires **clear copy of both sides of the credit card** and **passport or ID copy** of the card holder.

After filling up this form, please send it back to the Reservations Department to confirm your booking request:

Email [reservations@plazainn.com.qa](mailto:reservations@plazainn.com.qa) or [slava@plazainn.com.qa](mailto:slava@plazainn.com.qa)  
 Fax 00974 4431 5277 Phone 00974 44221133 / 22

Reservatio \_\_\_\_\_ Hotel Confirmation No \_\_\_\_\_