



THE ADDRESS  
HOTELS + RESORTS

**The Address Hotels and Resorts Room Booking Form  
Forensic Middle East Community 31<sup>st</sup> March to 04<sup>th</sup> April 2014  
The Palace Downtown Dubai**

Please use CAPITAL letters and Fax to 04 4238800 or email to [groups@theaddress.com](mailto:groups@theaddress.com)

**DEADLINE FOR HOTEL BOOKING: Monday 10<sup>th</sup> March 2014**

First Name:			Last Name:		
Company:					
E-mail (Block letters):					
<b>Accompanying Person Details: (if sharing the same room only)</b>					
First Name:			Last Name:		
<b>Room Rate</b>					
<b>Run of House</b>	<b>AED 1'650.00 (Single) <input type="checkbox"/></b>		<b>AED 1'740.00 (Double) <input type="checkbox"/></b>		
The above room rates are per room, per night, inclusive of 10% Service Charge, 10% Municipality Fee and inclusive of Buffet Breakfast in Ewaan Restaurant.					
<b>Visa Requirements</b>					
Delegate Nationality:			Nationality of the Accompanying Person:		
Arriving Flight No:		Date:	Time:		
Departure Flight No:		Date:	Time:		
<b>Our Hotel Limousine can be arranged at the rate of AED 300 one way from/to Dubai International Airport and AED 550 for round trip (maximum 3 persons in one car)</b>					
Hotel Transfer required: <input type="checkbox"/> Pick up from Airport <input type="checkbox"/> Drop off to Airport					
Check-in Date:			Check-out Date:		
No. of Rooms:		Single: <input type="checkbox"/>		Double: <input type="checkbox"/>	
Please note that check-in at all hotels is 1500 hrs and check-out is 1200 hrs. Should you want your room to be available upon arrival, please reserve the room from the previous night.					
<b>Credit Card details</b>					
I agree that my credit card information will be forwarded to the hotel for guarantee purposes. Upon receipt of the completed form the hotel will accept this as a confirmation of the reservation with the details provided. In case of cancellation, early departure or non-arrival, a one night's charge will be levied on the given credit card.					
Visa <input type="checkbox"/>		MasterCard <input type="checkbox"/>		Amex <input type="checkbox"/>	
Card Number:					
Expiry Date:					
Name of Cardholder:					
I have read and accepted the hotel room rates, hotel cancellation policy, hotel booking process and visa information.					
Date:			Signature of the Cardholder:		