



THE ADDRESS
HOTELS + RESORTS

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

Please use CAPITAL letters and Fax to 04 4238800 or email to groups@theaddress.com

DEADLINE FOR HOTEL BOOKING: Monday 10th March 2014		
First Name:		Last Name:
Company:		
E-mail (Block letters):		
Accompanying Person Details: (if sharing the same room only)		
First Name:		Last Name:
Room Rate		
Run of House	AED 1'650.00 (Single) <input type="checkbox"/>	AED 1'740.00 (Double) <input type="checkbox"/>
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.		
Visa Requirements		
Delegate Nationality:		Nationality of the Accompanying Person:
Arriving Flight No:	Date:	Time:
Departure Flight No:	Date:	Time:
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)		
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.		
Credit Card details		
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: