



**Reservation Request Form**

**THIMUN Qatar Annual Conference 2018  
January 22 - 27, 2018**

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

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

**Daily Room Rate**

**QR. 400 Single Occupancy, QR. 500 Double/Twin Occupancy, QR. 600 Triple Occupancy**

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

**Please note that Check-in time is at 15:00 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. Cecil Abellon  
 Phone 00974 4422 1133 / 00974 4422 1122  
 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 Name/s \_\_\_\_\_

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 holder \_\_\_\_\_ 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 [res@plazainn.com.qa](mailto:res@plazainn.com.qa)  
 Fax 00974 4431 5277 Phone 00974 44221133 / 00974 4422 1122

Reservations Agent \_\_\_\_\_ Hotel Confirmation No \_\_\_\_\_