Dear Ms. Mary

**Greetings from Auromatrix Hotels – RSO Mumbai**

Thank you for showing your interest to our Hotel Deccan Plaza.

We are pleased to confirm your residential conference on 12th & 13th March.2011. Please find the

Below details as follows:-

Hotel : - Deccan Plaza, Chennai 36, Royapettah High Road,

Royapettah Chennai, Tamil Nadu 600014

Guest Name : -

1. MR Amitabh Rai
2. Mr.Jitendra Bhakuni
3. Mr.Sanjeev Sharma
4. MR.Govind Innani
5. Ms.Sucheta Dhere

Check In : -12th March.2011

Check out : - 13th March.2011

Room : - 05 Single Room

Publish Tariff : - Rs.4500 plus 12.5 % Taxes

Special Tariff : - Rs. 3500 Plus Taxes (562.50) on cp (Per Room per Day)

Board Room :- Rs.8500 /- for 08 pax per day

Mode of Payment : - Bill to Company (Room + Taxes ,Board room ), Extras from the Guest.

**The Confirmation Number: - 54565**

**Above Rates Include**

* Buffet Breakfast at Olive’s restaurant.
* 2 Bottles of mineral  water served in the room
* Complimentary Usage of Gym.
* 24Hrs Check- in & Check- out.
* In room Tea / Coffee maker
* Free internet access in the room
* Board room (09Am to 06 PM )
* Conference Amenities, 02 Time Tea/ Coffee & Snacks, Lunch**.**

**Note:**

**Check-In/Check-Out time is 24 hours 01 hour grace time will be provide on request, if exceed more than one hour second day tariff will be added.**

**Security Policy**

In keeping with our security procedures, we request all guests to carry a photo identity to present at

Check in.

* Foreign nationals are required to present their Passport and valid Visa.
* Indian Nationals can present any one of the following: Passport, Driving License, Voter ID card or PAN Card.

**TERMS & CONDITIONS**

1. All bills to be settled on check-out.
2. All arrivals prior to 07:00 hrs will be held & charged for from the previous evening
3. In the absence of arrival timings / a contact cell phone number, all confirmed reservations will be deemed guaranteed up to 15:00hrs and may be released thereafter.
4. To guarantee a reservation beyond 15:00hrs, one-night’s room charge to be paid in advance
5. A no-show/non-cancellation of a guaranteed reservation at least 24 hours prior to arrival will attract one-night's retention charges
6. Bookings for hotels in business locations are only held against full non-refundable advance payment
7. Requests for Early Check in / Late Checkout are SUBJECT TO AVAILABILITY, against no guarantee OR may be on minimum half day charges.
8. All the booking cancellation for individuals and corporate has to be sent a email for prior cancellation.
9. All the cancellation which has been occurred within 24hrs will be charged one days room rent as a retention charges & all the cancellation done before one day in advance for an individual  will not be charged any retention
10. For any group booking cancellation before 10 days in advance will not have any retention.
11. For all the group booking which is got cancelled Before a week from the date of check in will be occurred 50% of the entire room coast
12. For all the group booking which is cancelled within a week period will be charged the entire room coast as a retention as per the company policy
13. No advance will be refunded/adjusted & full retention will be charged in case of a cancellation received within 24 hrs of the check-in for business locations

**\*\*ASSURING YOU THE VERY BEST OF OUR ATTENTION AND SERVICES AT ALL TIMES**

Thanks & Regards

Sushant Tripathi Rocky Sahu (MS.)

Sales Manager Sales Coordinator