



“International Islamic Banking Summit Africa: Djibouti 2017”

7<sup>th</sup> to 9<sup>th</sup> November 2017

**RESERVATION FORM**

**Company Name** \_\_\_\_\_ **Position** \_\_\_\_\_

**Family Name** \_\_\_\_\_ **First Name** \_\_\_\_\_

**Passport Number** \_\_\_\_\_ **Issued on** \_\_\_\_\_

**Arrival Date** \_\_\_\_\_ **Departure Date** \_\_\_\_\_

**Passport copy** (please send us your scan passport)

**Email address** \_\_\_\_\_

**Room Type:**

Superior Room Garden View (Single Occupancy)  DJF - 52,000 - 305.8 USD

Superior Room Garden View (Double Occupancy)  DJF - 62,000 - 364.7 USD

Terrace Room Sea View (Single Occupancy)  DJF - 57,000 - 335.2 USD

Terrace Room Sea View (Double Occupancy)  DJF - 67,000 - 394.1 USD

Junior Suite  DJF - 92,000 - 541.1 USD

These rates are per room and per night (including breakfast, service charge 5.5%, 10% VAT, excluding 3% for ONTA tax).

Please note that the hotel exchange rate is for **USD 1 = DJF 170** and **Euro 1 = DJF 195**

**Transportation DJF 8 850\* (USD 52\* per person / per way):**  **Yes**  **No**

**Airline:** \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_

\*Rate per way per person, for any additional person 4,425 FDJ / USD 26. For a maximum 4 passengers in the car.



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**Payment by: (Mandatory to be provided)**

Visa

American Express

Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

**Please find attached Third Party Authorization Form, kindly fill up the same and send back to us along with the copy of the credit card both sides (either Visa or Amex) and the passport copy of the card holder in order to enable to charge the same in case of Late Cancellation / Amendment or No Show".**

**\*\* Master card:**

NB : Please note that the Master card is not accepted for payments in the hotel.

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**Third Party Payment Authorisation**

Mr./Mrs./Miss

\_\_\_\_\_ \*\* authorize Djibouti Palace Kempinski to debit the total balance of the accounts(s) of the guest(s) indicated below to my credit card. \*\* authorize Djibouti Palace Kempinski to debit up to the amount of \_\_\_\_\_ DJF from my credit card this to the account(s) of the guest(s) indicated below. \*\* authorize Djibouti Palace Kempinski to debit the following charges of the guest(s) indicated below to my credit card, viz:

\_\_\_\_\_ (\*\* delete as appropriate)

The above instructions are applicable from the \_\_\_\_\_ to the \_\_\_\_\_ inclusive.

Guest Name(s)

Confirmation Number/Room Number

\_\_\_\_\_

\_\_\_\_\_

Credit Card Type:

\_\_\_\_\_

Credit Card Number:

\_\_\_\_\_

Expiry Date \_\_\_\_\_

CardholderName \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Could you please fax a clear copy of the credit card.



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### MISCELLANEOUS:

Check in time: 03:00 pm.  
Check out time: 12:00 noon

Early Check-In charges:

- Before 10:00 a.m. 100 % room charge will apply. Room reservation has to be made for the night prior to arrival.
- Between 10:00 a.m. and 03:00 p.m. 50 % of the room charge will apply.

Late Check-Out charges:

- Between 12:00 noon and 06:00 p.m. 50 % of the room charge will apply.
- After 06:00 p.m. 100 % room charge will apply.

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### CANCELLATION POLICY:

Kindly note, that from the moment you send this form your reservation is considered as guaranteed, if you wish to modify or cancel it please advise us latest 21 days prior to arrival to ensure we do not charge any penalty to your credit card.

24 hours to 2 days: % 100 of the Total amount.

2 days to 7 days: % 50 of the Total amount.

7 days to 21 days: % 30 of the Total amount.

21 days and more: no penalty will be applied.

This form should be filled-in; signed and submitted at the time of booking by email to:  
**reservation.djibouti@kempinski.com & sales.djibouti@kempinski.com**

Name & date:

Signature:

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