

## HOTEL ROOM RESERVATION FORM



The Leela Ambience Gurugram Hotel & Residences  
Reservations Department, Ambience Island, National Highway 8, Gurgaon  
-122002

Contact No.s (91)- 0124 – 4771234 ; (91)- 9717596164  
fPrantik)

Fax No. (91)- 0124 – 4771137



**THE LEELA**  
AMBIENCE GURUGRAM  
HOTEL & RESIDENCES

Please email this form directly to The Leela Ambience Gurgaon, New Delhi (N.C.R) to  
[prantik.sengupta@theleela.com](mailto:prantik.sengupta@theleela.com) & [priyanka.kumari@theleela.com](mailto:priyanka.kumari@theleela.com) and also mark a copy to [archie@bch.in](mailto:archie@bch.in)

- Room/s confirmed shall be made available for occupancy after 1400hrs on the day of check-in & the check out time is at 12 noon. If you are arriving between midnight and the official check-in time, please make the reservation for the day before.
- Bookings require a credit card guarantee to secure the reservation.
- Cancellation Policy. We respectfully require any cancellation /amendments 15 days prior to 1200 noon on the day of arrival to avoid a one night's retention charges.
- All No Show will however be liable for full retention charges.
- The stay is guaranteed for the entire duration and any check out before the below mentioned departure date would be charged in full.
- Currently room rates are exclusive of 28% GST. Any additional tax to be levied by government in future to be paid by guest.
- All reservations are subject to availability at the time of confirmation

COMPLETE DETAILS IN FULL				
Title:	<input type="checkbox"/> Mr. / <input type="checkbox"/> Mrs. / <input type="checkbox"/> Ms. / <input type="checkbox"/> Dr.			
First name:				
Family name:				
Company Name:		Designation		
Mobile No.:		Fax No.:		Email: <input style="width: 100%;" type="text"/>

FLIGHT DETAILS				
Hotel Check- In Date :		Hotel Check-Out Date :		
Arrival Date:		Flight No:		Arrival Time:
Departure Date:		Flight No:		Departure Time:
Airport Pick up required – Yes / No		Airport Drop required – Yes / No		

Room type	Room Rate	Please tick in front of the room type required
Deluxe Room (Single)	INR 9000+taxes per night	<input type="checkbox"/>
Deluxe Room (Double)	INR 10500+taxes per night	<input type="checkbox"/>
Club Room (Single)	INR 12500+taxes per night	<input type="checkbox"/>
Club Room (Double)	INR 14000+taxes per night	<input type="checkbox"/>

Room Type:

Non-Smoking       Smoking

Deluxe Rooms include the following facilities:

- Complimentary buffet breakfast at the designated area.
- Complimentary usage of health club facilities like Gymnasium, Jacuzzi, sauna, steam and swimming pool
- Shared Wi-Fi access
- Complimentary tea/coffee maker in the room.
- Complimentary two bottles of mineral water.
- Two line speaker IP phones with voice mail and modem jack.
- Computer and Fax hook up facilities.
- In-room electronic safe.

Please Note that no airport transfers are included in the Deluxe room tariff and we are pleased to offer airport transfers at INR 1500+taxes per way per car. Request you to kindly mention the flight details & tick / circle on the airport transfers request mentioned above to enable us to arrange the same.

Club Rooms include the following facilities:

In addition to all the facilities named above for Deluxe Rooms, Club Rooms include both way airport transfers, access to club lounge & 2 hours each day Club meeting room access, with prior reservation

CREDIT CARD GUARANTEE (AS PER TERMS & CONDITIONS)			
<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	
Card no.:		Expiry Date:	
Cardholder's name on credit card:			

\*if you prefer not to share the credit card details, please share with us the complete form. We will share with you the online payment link and also our bank details. Once you process the payment, share with us the transaction details over email. The overall time to process the reservations in such cases will be around 5 working days.