

**45<sup>th</sup> National Convention of Company Secretaries**  
**to be held on 22<sup>nd</sup> to 24<sup>th</sup> November 2017 at AI Saj Convention Centre, Thiruvananthapuram (Kerala)**

## Hotel Room Booking Form

### KTDC Mascot Hotel

(A unit of Kerala Tourism Development Corporation)  
Mascot Square, Trivandrum

**Contact: Ms. Bindhu Tel: 09400008561 E-Mail : [mascototel@ktdc.com](mailto:mascototel@ktdc.com)**

Convention Delegate Registration No.:			
Name of the Guest	_____		_____
	(Last Name)		(First Name)
Name of the Accompanying Guest (if any)	_____		_____
	(Last Name)		(First Name)
Mobile No.			
E-mail			
Room Type	Single Occupancy	Double Occupancy (King Size bed)	Twin Sharing (Two Single & Separate Bed)
Premium	<input type="checkbox"/> @ Rs. 4500/- per room per night	<input type="checkbox"/> @ Rs. 5000/- per room per night	<input type="checkbox"/> @ Rs. 5000/- per room per night
Deluxe	<input type="checkbox"/> @ Rs. 3500/- per room per night	<input type="checkbox"/> @ Rs. 4000/- per room per night	<input type="checkbox"/> @ Rs. 4000/- per room per night
Grand	<input type="checkbox"/> @ Rs. 2500/- per room per night	<input type="checkbox"/> @ Rs. 3000/- per room per night	<input type="checkbox"/> @ Rs. 3000/- per room per night
	<b>(Above mentioned rates are including Breakfast, Wi-Fi &amp; all applicable taxes)</b>		
(Check in time: 1300 hrs) Early check in is allowed subject to availability of rooms	Check in Date: _____		
(Check out time: 1200 hrs) Late check-out is allowed subject to availability of rooms	Check Out Date: _____		

#### Payment Instructions:-

#### Declaration of the Credit Card Holder:

I hereby authorize Mascot Hotel to debit my credit card for the above amount in relation to the hotel services outlined

Credit Card \_\_\_\_\_  
Credit Card Number

Type \_\_\_\_\_  
Credit card type (Amex)/Visa/Master etc.)

Card Holder's Name \_\_\_\_\_

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

Attached herewith is the photocopy of the back and front of my credit card for your reference

#### SIGNATURE OF THE CREDIT CARD HOLDER

- ❖ The above amount is non-refundable & non transferable
- ❖ Any extras incurred during the stay, will have to paid in full before or at the time of check out
- ❖ In case of twin sharing booking, if the second guest is not available, the guest who has booked the room has to pay the full amount of respective room charges.

Kindly send the reservation form with the credit card number in order to guarantee the reservation at the email Id of the Hotel directly.  
Rooms will be subject to availability at the time of receiving the form.

#### RESTRICTIONS

- ❖ Reservations are subject to rooms availability
- ❖ Twin sharing rooms shall be allotted subject to availability
- ❖ Reservations will not be made for incompletes forms