

**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 Al Saj Convention Centre, Thiruvananthapuram (Kerala)

## Hotel Room Booking Form

### Hotel Hycinth by Sparsa

Manorama Road, Thampanoor, Thiruvananthapuram

**Contact:** Mr H Ponnuswamy Tel: 0471-3312999 M: 9400000742, 9400000748

E-mail: [reservations@hycinthhotels.com](mailto:reservations@hycinthhotels.com); [fom@hycinthhotels.com](mailto:fom@hycinthhotels.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	<input type="checkbox"/> Singly Occupancy @ Rs. 5500/- per room per night (including Breakfast, Wi-Fi & all applicable taxes)	<input type="checkbox"/> Double Occupancy (King Size bed) @ Rs. 6500/- per room per night (including Breakfast, Wi-Fi & all applicable taxes)	<input type="checkbox"/> Twin Sharing (Two Single & Separate Bed) @ Rs. 6500/- per room per night (including Breakfast, Wi-Fi & all applicable taxes)
(Check in time: 1400 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 Hotel Hycinth by Sparsa to debit my credit card for the above amount in relation to the hotel services outlined

Credit Card \_\_\_\_\_ Type \_\_\_\_\_  
Credit Card Number 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 i.e. Rs. 6500/- per room per night

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