



ROTARY DISTRICT CONFERENCE RESERVATION FORM

District 9200 May 25 – 29, 2005



Please complete this form and return to the Reservations Manager at the Hotel of your choice on the fax numbers indicated below the rates.

For any questions, please email the Group & Tour Coordinator at the Hilton Nairobi, Stephen Muyuka at stephen.muyuka@hilton.com. The Hilton is the Headquarters Hotel for the District Conference.

Family Name: _____ **First Name:** _____ Mr.Mrs.Ms.

Address: _____ **City:** _____

Country: _____ **Fax:** _____

E-mail: _____ **Tel:** _____

Room preference: Smoking Non Smoking Special Requests: _____

Names: 2nd Person _____ 3rd Person _____

Arrival: Arrival Date: _____ Arrival Airline: _____

Arrival Time: _____ Arrival Flight No: _____

Departure: Departure Date: _____ Departure Airline: _____

Departure Time: _____ Departure Flight No.: _____

HOTELS AVAILABLE:

All hotels are within walking distance of the Kenyatta International Conference Centre where the District Conference is taking place.



CONFERENCE HQ

Rates	SixEighty		Ambassadeur		Intercontinental		Stanley		HILTON	
	Single	Double	Single	Double	Single	Double	Single	Double	Single	Double
Budget Rooms	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	<i>Room Type Sold Out</i>	<i>Room Type Sold Out</i>
Standard Rooms	US\$ 32	US\$ 45	US\$ 32	US\$ 45	US\$ 85	US\$ 105	n/a	n/a	US\$ 65	US\$ 80
Deluxe Rooms	n/a	n/a	n/a	n/a	US\$ 120	US\$ 140	US\$ 100	US\$ 125	US\$ 80	US\$ 95
Executive Rooms	n/a	n/a	n/a	n/a	US\$ 170	US\$ 190	n/a	n/a	US\$ 125	US\$ 150
Suites	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	<i>Room Type Sold Out</i>	<i>Room Type Sold Out</i>
Airport Transfers One-Way	No Charge	No Charge	n/a	n/a	US\$ 12	US\$ 24	US\$ 12	US\$ 24	No Charge	No Charge
Fax Number	254 20 344000		254 20 336860		254 20 32000030		254 20 229388		254 20 210990	
Email	info@680-hotel.co.ke		hotelambassadeur@nbi.ispkenya.com		nairobi@interconti.com		reservations@thestanley.sarova.co.ke		stephen.muyuka@hilton.com	
Website	www.680-hotel.co.ke		www.hotelambassadeur.com		www.interconti.com		www.sarovahotels.com		www.nairobi.hilton.com	

Please select Hotel, Room Type and Rate by clearly circling the applicable rate in the appropriate column.



ROTARY DISTRICT CONFERENCE RESERVATION FORM

District 9200
May 25 – 29, 2005



(Continued)

General

- All Room rates are quoted in US\$ and are inclusive of Bed, Breakfast and 26% Taxes.
- Triple room bookings must be arranged and agreed with the other two persons prior to sending in this form. Kindly note that triple rooms are available only in Standard Rooms at the Hilton.
- Hilton Budget rooms have Queen beds only. There are NO Twin Beds available in this category.
- If a Double room is ticked above, then please specify: Double Bedded OR Twin Bedded.
Name of 2nd Person: _____
- A Double room has a Queen or King size bed.
A Twin room has 2 Single beds suitable for only one person each.
- Executive Floor lounge access is only for Executive Floor Rooms paying the Executive Floor rate.
- Room Rates at Hilton are also valid for pre and post conference stays upto one week.

***Taxes are government controlled and are subject to change without notice relative to statutory policies.

Making Your Reservation

- Fax your completed form to your chosen Hotel at the fax number indicated.
- You will receive your confirmation by email from your chosen Hotel.

Room Guarantee

- Participants may guarantee their accommodation via credit card for the full stay.
- Non guaranteed rooms will be released at 4 p.m. on arrival date.
- Confirmations are subject to availability of rooms on first come, first served basis.
- The fax number at the Hilton is a secure number.

Cancellation Fees and No-show Policy

- Any cancellation received prior to 15th May, 2005 will be accepted at no charge and will be fully refundable.
- Cancellations received after 15th May, 2005 will be charged at one night's accommodation and balance refunded.
- Any cancellations received within 24 hours of the booking requested or in case of a no-show, will be charged for all nights reserved.

Deposit Payment

Please charge the following Credit Card to guarantee my room reservation.

MasterCard

Visa

American Express

Diners Club

Card Number: _____ Expiry Date: _____

Name on Credit Card: _____

Signature Authorizing the Charge: _____

Kindly send us a clear and light photocopy of both sides of your credit card if guaranteeing the room.

I have read and fully understand the reservation, deposit and cancellation policy stated above and agree to its terms and conditions.

Signature: _____ Date: _____

FOR INTERNAL USE ONLY

Confirmation Number: _____ Agent: _____ Date: _____