

**AGREEMENT**

Sunday, October 05, 2008

Ibrahim Sabit  
 Al Cordoba Neurosurgical Associates LLC

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**Subject: Room Only Group – “3<sup>rd</sup> Neurosurgery Masters’ Conference Dubai”**

Dear Dr. Ibrahim Sabit,

Thank you for your interest in Al Murooj Rotana Dubai. With reference to your Group inquiry, please find below the details for the above mentioned event for your consideration and perusal:

**ACCOMMODATION REQUIREMENTS**

<b>Check In</b>	<b>Check out</b>
02/12/2008	06/12/2008

Number of Rooms	Room Type	Room Rates Dirham’s (Dhs)	
		Single	Double
50	Run of the House	1,000.00	1,100.00

**Kindly note the following:**

- Above rates are quoted in Dirham.
- Above rates are quoted per room, per night.
- Above rates are subject to 10% Municipality fees and 10% Service charge.
- Room rates are offered inclusive of Buffet Breakfast in Pergolas Restaurant.
- Above rates are valid for the above dates only (02-06Dec 2008).
- Any additional nights within or outside the above dates will be subject to rate change, based on the available rates for the requested date.
- Above rates may only be offered until the cut-off date:15<sup>th</sup> Nov 2008.

**Transit Visa Processing**

Transit visas can be organized within at least 5 working days (excluding Fridays, Saturdays and Public Holidays) through official request from the company and the company will be kept liable in the unlikely case of abscond.

The following documents are required:

- Clear scanned colored passport copy with minimum validity of 6 months upon entry to Dubai, U.A.E.
- Visa application form with complete credit card details.
- For an International Company, a Letter of Guarantee against absconding /overstaying from a local Company based in Dubai with a Corporate Contract w/ Al Murooj Rotana Dubai is required.
- Completed Credit Card Authorization Form – Visa Guarantee, which authorizes the hotel to temporarily block AED 5,000/- against the Credit card as a guarantee/security deposit against absconding or overstaying. The same amount will be released in full back to the Credit Card after the Guest has exited Dubai, U.A.E., on time, without delays or problems with the Immigration Authority.
- Above requirements must be submitted at least 14 days before arrival.

The hotel charges **Dhs 500 net per person** for this service. Children on mother's or father's passport are charged at **Dhs 500 net per child**.

Transit visas are valid for 14 days from the date of issue and 14 days from date of entry to Dubai. In case of a no-show, visa rejection or a cancellation, full visa cost will be automatically charged to the guest's credit card or the company's hotel account in the event of established credit.

Kindly note that no requests for visa will be accepted if credit card details or a confirmation fax is not received. A visa application form is to be filled, attached with clear passport copies in order to process the visa. Kindly contact the respective reservation department for further details.

### **Airport Transfers**

- Airport Transfer is charged at an additional fee of **Dhs 150/-** per car per way.
- Kindly advise your guests to approach **United Car Rental** counter upon arrival at the airport. Please allow 10-15 min after the arrival time for the United Car Rental representative to assist with the transfer due to the congestion at the pick up point.
- Marhaba Service (Meet & Assist) is available at a charge of Dhs 125.00 per person. However, a 48 hours notice is required in order to make the necessary arrangement.

### **Check-in/Check-out Time**

Please note that our **check-in time is 14.00** and **check-out time is at 12:00 noon**. Early check-in from 9:00 am onwards can be provided, however, is subject to availability. Check-in time earlier than 9:00 am should be booked from the previous day.

Check-out until 6:00 pm shall be subject to 50% of the total room rate.  
Check-out after 6:00 pm shall be subject to a one night room rate.

### **Room Reservation Form**

To facilitate the booking process for your delegates and participants, please find enclosed a specially designed room reservation form for you to kindly communicate with your guests.

We will be more than happy to communicate this form to all your confirmed delegates and guests upon receiving guest details and contact number or email. Needless to say, we will update you with reservation pick up on weekly basis.

## **TERMS AND CONDITIONS**

### **ACCOMMODATION ROOMING LIST AND BLOCK GUARANTEE**

Once the Hotel has received a copy of this signed agreement the below terms and conditions will be applicable.

### **Final Room Requirements and Block Guarantee**

Your final rooming requirement is to be received on or before **15/11/2008**. Your final daily room requirements will be the exact number of rooms booked for you, any rooms left in the block not guaranteed and not picked-up will be released as follows:

- 25 rooms to be released on 20<sup>th</sup> October 2008.
- Remaining rooms left to be released on 15<sup>th</sup> November 2008.

Any additional rooms requested after 15<sup>th</sup> Nov will be subject to room and rate availability.

Once we receive your final rooming requirements by 15/11/2008, all Rooms and visas will be guaranteed by Al Cordoba Neurosurgical Associates LLC.

Al Cordoba Neurosurgical Associates LLC is to guarantee a minimum of XXX rooms from the block, if less than XXX rooms have been picked up from the block on 15/11/2008, Al Cordoba Neurosurgical Associates LLC will be invoiced for the balance.

***No shows will be subject to 100% cancellation fee for the duration of the stay.***

### **Reduction in room nights**

A reduction in length of stay of **booked reservations** only will be accepted with no charge up to 14 days prior to the arrival date of the first guest check in. However such reductions cannot be more than 20% of the total room nights guaranteed. A charge of 50% of the room rate will be applied for any reductions over and above the 20% of the total room nights.

## **BILLING INSTRUCTIONS**

Unless credit has been established with the hotel, full payment will be required by cash or credit card as per the deposit policy of the hotel.

### **Accommodation**

Payment for rooms and any extra charges such as mini bar, laundry, telephone calls charges and room service, will be as follows:

- ❑ Credit card guarantee and payment by delegates upon check-out. Should the rooms are on Guests' payment, the following are required:
  - *Completed and signed Hotel Booking Form with the reservation details.*
  - *Completed and signed Hotel Credit Card Authorization Form.*
  - *Clear scanned Front and Back copy of the Credit Card.*
- ❑ Pro-forma invoice to be sent to the company for settlement before check-in for room only and extra charges will be paid individually by guests upon check-out.

### **Deposit**

The following deposits are required:

- Individual Credit Card to guarantee the room reservation.
- Full pre-payment of the total room nights booked upon requesting for a Room reservation.

Failing to make the deposits, the hotel has the right to release the booking.

### **Cancellation**

This is a confirmed and guaranteed block. In case of any room being cancelled by the client for any reason other than Force Majeure (including declaration of War in the UAE), the following cancellation will be incurred:

- 50% of the total amount of total room nights booked will be charged if cancelled from 05<sup>th</sup> to 31<sup>st</sup> October 2008.
- 100% of the total amount of total room nights booked will be charged if cancelled from 01<sup>st</sup> Nov 2008 onwards.

In case of a cancellation the Hotel must be notified in writing.

### **Decision date**

Rooms have been confirmed for your event, we would appreciate receiving your confirmation on the above terms and conditions by **12/10/2008** after which the hotel reserves the right to release the rooms and space and reconfirmation will be subject to availability

Dr. Ibrahim Sabit, we hope that the above covers your requirements and provide you with an overview of our services and facilities. Should you have any further queries, please do not hesitate to contact me directly on the below contact details. Please be advised that once this agreement is signed, it is considered as part of a contract

We look forward to welcoming you and your guests to Al Murooj Rotana Dubai.

With best regards

I confirm the above is acceptable



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For:  
Name:  
Position:  
Company Stamp:  
Date:  
*(I hereby certify I am authorized to sign on behalf of the above company)*