

Date: 04/02/2017

Ms. Premlata Sharma,
Executive-MSME Knowledge Bank (MKB)
INDIAN INDUSTRIES ASSOCIATION,
IIA Bhawan, Vibhuti Kand, Gomti Nagar,
Lucknow

Dear Ma'am,

Thank you for your interest shown at BEST WESTERN Sagar Sona!

Best Western is a US Based Hotel Management Company, has soft launched Best Western Sagar Sona, Gomti Nagar with association with LRFCA, A unit of BBD Group, eagerly looking forward to welcome guests !

Presently we are offering limited services mainly Rooms, Room Service for the residential Guests and a multi-purpose hall to start with. Soon we will add our All Day Dining Restaurant, Banquets, Board Room and the Bar. We will certainly keep you posted as on when we add them.

However, we will provide a Fitness Center, Wi-Fi facility, Direct Dialing and Choice of menu from Indian, Chinese and Continental Cuisine via In Room Dining to our guest's.

BEST WESTERN Sagar Sona is strategically located at Gomti Nagar and offering tastefully done rooms with all modern fittings as per the need of today's traveller. We trust that soon we will be one of the preferred Hotel for all Corporates as we will certainly offer world class experience in terms of our service and quality of food.

Keeping the long association in mind, we are pleased to offer the following special rate for your Company, which will be effective from Feb, 2017 and will be valid till 30th Sep 2017 assuming that we will get 50 room nights per month:

Option -1 (Room with Complimentary Breakfast)

Room Type	Published Tariff	Preferred Tariff
DELUXE SINGLE	RS. 7000	RS. 2500 +Tax
PREMIUM SINGLE	RS. 7500	RS. 3000 +Tax
PREMIUM DOUBLE	RS. 8500	RS. 3500 +Tax
EXECUTIVE SINGLE	RS. 8500	RS. 4500 +Tax
EXECUTIVE DOUBLE	RS. 9500	RS. 5000 +Tax

The above rates will include:

- Complimentary Buffet / Fixed menu Breakfast
- Complimentary use of Fitness Center
- 02 Bottles (500 ml) of packaged drinking water complimentary per day
- Free Wi-Fi for Surfing
- Complimentary News Paper

The above rates are **exclusive** of all applicable taxes.

- Extra Bed charges is Rs. 1000 + Tax with Complimentary Breakfast (Buffet/ Fixed Menu)

Banquet Rate:-

Conference/Dinner Rates	Published Rates (Per/Head)	Special Rates (Per/Head)
Conference Veg. Menu	750+Taxes	600+Taxes
Conference Mix. Menu	850+Taxes	650+Taxes
Dinner Veg. Menu	950+Taxes	750+Taxes
Dinner Mix. Menu	1050+Taxes	850+Taxes
Hi-Tea Veg Menu	550/+taxes	450/+taxes
Hi-Tea Mix Menu	600/+taxes	500/+taxes

❖ Taxes applicable as per the Government rule.

Terms and conditions for Reservation:

All telephonic reservation requests will be held on tentative basis and a written Confirmation is required by the Hotel to confirm the Reservation with in the time given by the Reservation Department.

All reservation confirmation should have the arrival details along with contact no, preferably mobile number of the guest to minimize inconvenience to the Guests on arrival.

For all early morning arrival, the room should be booked and charged from previous night or else the room will be allotted as per the availability.

The Hotel will hold all confirmed reservations till 15.00 hrs and may release there after unless the Reservation is guaranteed.

The Special Rates are applicable only for the employees and external auditors of your Company.

One-night advance or credit card details with expiry date of the card along with a note of authorization are required to **guarantee reservation**.

Incase of block booking of minimum 05 rooms, **50% advance** is required to confirm the Reservation.

Additional half-day charges will be livid for any check out beyond 12 noon and additional full day beyond 4 pm. Our Standard Check-in Time is 2 pm and Check out time is 12 noon.

Cancellation Policy:

All cancellation information should be sent at least 24 hours before through letter/fax/mail for individual booking and 10 days prior to group booking of minimum 05 rooms.

Retention Charges:

It will attract one night room rent as Retention Charge for last moment cancellation, No-Show and will be sent to your Company for payment.

Payment Terms:

All Guests has to settle their bills directly before check out either by cash or card. The Hotel do not honors personal cheque.

The Credit facility is applicable only for the Companies who are in to the approved credit list of the Hotel. For any bill to Company the same should be mentioned in the reservation confirmation mail/fax/letter mentioning the details.

All Bills should be paid in favor of LUCKNOW RECREATIONAL FACILITY CENTER

Key Missing Charge :

In case of Key missing Rs.300/- will be charged directly to guest or Company as applicable.

Trust the above is acceptable to your Company and a letter of acceptance will be highly appreciated.

Looking forward for kind co-operation and a long-standing association between us.

Please do get in touch with undersigned for any further clarification.

Assuring our best services at all times.

Thanking you,

For : BEST WESTERN Sagar Sona

(Abhishek Singh)

Sales Executive

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Email- sales@bestwesternsagarsona.com