



International Association of Sound and Audiovisual Archives
 Internationale Vereinigung der Schall- und audiovisuellen Archive
 Association Internationale d'Archives Sonores et Audiovisuelles
 Asociación Internacional de Archivos Sonoros y Audiovisuales



ACCOMMODATION BOOKING FORM

DELEGATE DETAILS (Please fill in block letters)			
Title			
First Name			
Last Name			
Institution / Organisation			
Mailing Address			
City			
State			
Country		Pin Code	
Telephone* with STD code			
Fax			
Mobile			
Email			
Passport Details (Mandatory for Non Indian Delegates)			
Passport No.			
Date of Issue			
Place of Issue			
Date of Expiry			
Visa Details			
HOTEL DETAILS (Please type all information clearly)			
**Hotel Choice	1..... 2..... 3.....		
Type of Room Required	SINGLE <input type="checkbox"/>	DOUBLE <input type="checkbox"/>	TWIN <input type="checkbox"/>
Arrival Date		Arrival Time	Flight No.
Departure Date		Departure Time	Flight No.
Total No. of Nights			
Special Requests, if any			

** (Please indicate choice in order of preference, subject to availability on first come, first served basis)

PAYMENT DETAILS

Particulars	Amount INR/USD
Towards the cost of accommodation	



Mode of payment:

1. Online Credit Card: (2.5% transaction fee will be applicable on all online transactions)

Kindly send us the scan copy of 'Accommodation & Tour Booking Form' by email at Shveta@chime.travel and make the payment through our secure online payment gateway. Please add 3% transaction fee on the total payable amount for any online transaction. Also mention event name "IASA Annual Conference 2012" in the column "Purpose of Payment".

Visit the site for online payment: - <http://eastbound.co.in/payment.asp>

2. If paying by Demand Draft:

Demand Draft in favour of "CHIME TOURS PVT. LTD." payable at Gurgaon.

INR _____ DD No. _____

Dated _____ Drawn On _____

3. If paying by Bank / Wire transfer: Bank Details

Name & Address of Bank	DEUTSCHE BANK Grd. Floor, Infinity Tower, DLF Phase-IV, Gurgaon-122 016, Haryana, India
Swift Code	DEUTINBBPBC
IFSC Code	DEUT0784PBC
Beneficiary	Chime Tours Pvt. Ltd. C-41, Front Basement, Gulmohar Park, New Delhi - 110 049
Account No.	000009418700019

TERMS AND CONDITIONS

- All Hotel room rates are on per room / per night basis.
- In case of any increase in tax amount by the Government, the revised tax amount will be applicable and will be payable by the Delegate/Guest
- Rooms will be allotted on a first come first serve basis and are subject to availability at the time of booking with the Official Travel Agent.
- All payment should reach the Official Travel Agent within five days of submitting the Hotel Accommodation Form or else the same will be treated as a dummy booking and cancelled thereby.
- To book and confirm hotel accommodation, one night room tariff plus service tax @ 3.09% of the first preference of hotel needs to be submitted.
- In case hotel of your first preference is not available, room shall be confirmed from the next available preferred hotel and the difference if any shall need to be paid within four days of confirmation.
- Balance payments shall need to be paid 30 days prior to Check In.
- Refunds if any will be made within 30 days after the completion of the Event.

CANCELLATION POLICY

Cancellations received before 60 days prior to check in date	No cancellation charges
Cancellations received between 59 - 45 days prior to check in date	One night room tariff will be charged as retention
Cancellations received between 44 - 30 days prior to check in date	50% of the total billing will be charged as retention
Cancellations received less than 30 days prior to check in date	Full retention (no refund will be made)

QUERIES AND BOOKINGS

For any queries and bookings, please contact us at:

Chime Tours Pvt. Ltd.

Tel: +91 124 4217800 **Email:**

Shveta@chime.travel

