

Special Proposal Letter for SWID Bangladesh for the year 2017.

Warm Greetings from Dhaka Regency Hotel & Resort - The new-generation business class hotel closest from the airport! We have 214 luxuriously furnished Guest Rooms and Suites, Thai Spa, Health Club, Bar, Lounge, Multi Cuisine Restaurants, countries most beautiful Roof Top Restaurant with Swimming Pool and World Class Venue facilities.

We are pleased to confirm the following special rates to accommodate your guests at our hotel:

Room Rates:

Room Types	Room Size	Room Rates (Published Rates)	Your Special Discounted Rates	No. of Available Rooms
Standard (Rooms without Window)	312 Square Feet	USD 170 ++	USD 90 ++	40
Standard Twin (Rooms without Window)	400 Square Feet	USD 200 ++	USD 115 ++	08
Luxury Deluxe	495 Square Feet	USD 250 ++	USD 130 ++	30
Luxury Twin	500 Square Feet	USD 280 ++	USD 155++	06
Deluxe Supreme	610 Square Feet	USD 300 ++	USD 170 ++	04
Regency Studio (Rooms without Window)	550 Square Feet	USD 275 ++	USD 120 ++	15
Regency Premium	400 Square Feet	USD 300 ++	USD 155 ++	15

The following complimentary benefits are inclusive of the room:

- Welcome Fruit Basket on arrival.
- **Buffet Breakfast per room per night at Grandiose Restaurant.**
- Two 500 ml Bottles of Local Mineral Water in room daily.
- In room Tea/Coffee making facilities.
- One Local Daily Newspaper in room daily.
- Use of our fitness center, DR Fitness, on Level 13, including Steam & Sauna (Except Spa).
- Use of our Rooftop Swimming Pool.
- Use of Wi-Fi Internet Service throughout the hotel premises except in Business Center.

General Terms & Conditions:

- The above quoted rates are subject to 10% Service Charge & 15% VAT which attracts compound calculation (26.50%). If for any reason the Government duty structure changes and or the Government impose additional supplementary duties/taxes on hotel services then the new structure will be applicable with the quoted rates.
- All the rates quoted above are Non-Commissionable (OTA & TA) even when the reservation is made by the nominated Travel Agent of the Preferred Corporate Client.
- For Regency Regular Floors (7th to 10th Floor): For Double or Twin sharing an additional charge of USD 30.00 ++ per person per night with Buffet Breakfast will be applicable.

- For Regency Executive Floors (11th and 12th Floor): For Double or Twin sharing an additional charge of USD 30.00 ++ per person per night will be applicable which is inclusive of all Executive Floor Benefits.
- Our standard Check-in time is 1400 Hours & standard Check-out time is 1200 Hours.
- For guests arriving prior to 1400 Hours, the hotel will make all the endeavors to provide the room. However, in order to have guaranteed room availability for Check-in prior to 1400 Hours, the room must be pre-booked from the previous night. In this case, one night's additional room charge will be applicable. All early Check-ins will be subject to availability (Occupancy, Arrivals and Departures).
- For late Check-out till 1600 Hours will incur a Half Day charge. After 1600 Hours it will be charged as full day. All late Check-outs will be subject to availability (Occupancy, Arrivals and Departures).
- USD 12.00 ++ will be charged per person per way for Airport Pick-up or Drop via Dhaka Regency Shuttle Service. For Limo Service USD 20.00 ++ will be charged per way.
- The Preferred Corporate Client will make an advance reservation with the hotel and the hotel will confirm the reservation subject to availability. If for any reason, the requested room category is not available, the hotel will offer alternative category of rooms/suites and the rate will be applicable for that respective category of rooms/suites.
- The hotel will send reservation confirmation to the client upon receipt of reservation request in writing. However, smoking/non-smoking & bed type preferences cannot be confirmed during reservation confirmation. During the time of Check-in, the hotel will make all the endeavors to allocate rooms as per preference but this will be again Subject to Availability.
- During Check-in time, Credit Card Pre-authorization will be taken by the Front Office from the respective guest. In case of cash payment, full cash payment must be made during the Check-in time. All the guests must settle the all bills by cash or credit cards during the Check-out time unless the guest/company has credit arrangements with the hotel.
- The hotel strongly recommends that all the reservations should be guaranteed by Credit Cards. If the hotel has Credit Agreement with the Preferred Corporate Client, a letter signed by an authorized official of the Preferred Corporate Client with payment instructions will serve the purpose as guarantee.
- Payments of all amounts by Guests & Preferred Corporate Clients to the hotel shall be in Bangladesh Taka (BDT) with the currency conversation rate of the hotel. This conversation rate may change without prior notice.
- This offer is not an authorization to extend any credit facilities.
- This offer is not valid for any group & events related accommodation.
- All communication regarding reservation, cancellation, change & billing to be made in writing (Either by letter, facsimile or email).
- Hotel's rules and regulations will apply and might change without any prior notice.
- This offer is valid only for this program & minimum 100 Rooms.

Cancellation & No-show Policy:

- **Reservation Confirmation cut of date is within July 31, 2017.**
- No Cancellation Charge will be applicable if the reservations have been cancelled 30 days prior to Check-in Date.
- 50% of the projected bill amount will be charged as Cancellation Fees if the reservations have been cancelled 20 days prior to Check-in Date.
- 100% of the projected bill amount will be charged as Cancellation Fees if the reservations have been cancelled within 10 days to Check-in Date, due to the potential business loss for the hotel arises for Cancellation.
- In case of any No-show, 100% of the projected bill amount will be charged.



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Payment Policy:

- **Advance payment** will has to be made on total estimated bill.
- Payments of all amounts to the hotel shall be in Bangladesh Taka (BDT) with the currency conversation rate of the hotel. This conversation rate may change without prior notice.
- This offer is not an authorization to extend any credit facilities.

For any kind of information, please don't hesitate to contact me directly. For reservation, please send your e-mail to reservation@dhakaregency.com. We look forward to hearing from you.

Best regards,

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