

**THE INTERNATIONAL CENTRE, GOA**

Dona Paula

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**Room Reservation Request**

Form No. \_\_\_\_\_

Date: \_\_\_\_\_

To,  
Reservations Executive  
The International Centre, Goa

1. I would like to confirm booking \_\_\_\_\_ single & \_\_\_\_\_ double room/s for my guests as follows:

| Sr | Name | Address & Contact No. | Check-in date | Check-out date | Occupancy (Sgl/Dbf) |
|----|------|-----------------------|---------------|----------------|---------------------|
|    |      |                       |               |                |                     |
|    |      |                       |               |                |                     |
|    |      |                       |               |                |                     |
|    |      |                       |               |                |                     |

2. I confirm having read and understood all rules for booking residential rooms, conference halls and other facilities including cancellation policy as applicable. I also take the responsibility to make all the payments due to ICG if the guest fails to do so.

3. Member's Name: \_\_\_\_\_ Membership No: \_\_\_\_\_  
Email: \_\_\_\_\_ Mobile/ Tel No.: \_\_\_\_\_  
Signature: \_\_\_\_\_

- PS: a. Booking will be confirmed on receipt of necessary advance at least 15 days prior to check-in date by cash, DD or Cheque (at par) in favour of "The International Centre, Goa" payable at Panaji Goa.  
b. This form must reach the Reservation Department at least 15 days prior to check-in date by surface mail or fax failing which the rooms will be charged at non-member's room tariff.

Office Use: