

Undertaking for
“Booking Conference Hall for Member’s Guests”

Date: _____

To,
 Reservations Executive
 The International Centre, Goa

1. I would like to book conference hall _____ for my guests as follows:

2. The Billing Instructions will be as follows:

Sr	Name	Address & Contact No.	Conference Hall	Full day/ ½ day

Cash

Credit

3. Individual Members can book up to a maximum of 02 rooms or Conference hall at the Member’s tariff for their guests by sending a letter of ‘undertaking’ at least 07 days in advance by surface mail or fax. Such ‘undertaking’ should include the Name, Address, & Contact Nos. of the guest along with the other booking details. Any additional rooms will be charged at the Non-Member’s room tariff. [Pt. 1 (c): Rules for Booking Residential Rooms]

4. I understood that all rules for booking residential rooms will remain same. I also take the responsibility to make all the payments due to ICG if the guest fails to do so.

5. Member’s Name: _____

Membership No: _____

Email: _____ Mobile/ Tel No.: _____

Signature: _____