

***Attention:***

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***Subject: Corporate Rate offer for accommodation.***

Dear Sir / Madam,

Greetings from the Hotel Orchard Suites –

***A Trip Advisor Certificate of Excellence Winner!***

***Welcome to the finest 4 star business class hotel “Orchard Suites” structured in the heart of Dhaka’s diplomatic zone.*** All our 62 luxurious rooms are tastefully furnished with air-conditioner, LED TV with 60 Satellite channels, IDD, Wi-Fi connectivity, mini bar, secured door locks with card system, luxurious bathroom fittings and much more.

Our restaurant serves a wide range of Continental, Indian, and Chinese & Thai food cuisines. We can organize all the logistics for holding a meeting including catering, workshop and conference. We have our own laundry and valet services including car parking and rental. We have in place a state of the art security system including CCTV surveillance and adequate arrangements for the safety of our guests.

We would like to offer ***Bangladesh Association of Software and Information Services (BASIS)***, the very special rate for its members and associates on ***RUN OF THE HOUSE BASIS***.

***Run of the House Basis for (BASIS):***

<i>Room</i>	<i>Special Rate All Inclusive</i>
<i>Single Occupancy</i>	<i>USD 65</i>
<i>Double Occupancy</i>	<i>USD 80</i>

***\*\* Please Note: Above rates are inclusive of 15%VAT & 10% Service charge.***

**Additional Complimentary Services for all above packages:**

- Buffet Breakfast
- Airport pick & drop
- **ICCB Pick & Drop Shuttle. (Minimum 10 Pax)**
- Welcome drinks on arrival
- Fruit basket on arrival
- Full Wi-Fi Internet
- Local telephone and local fax
- Daily newspaper
- Safety Locker
- Fitness center
- Mineral Water 500 ml per guest per day

**Please Note:**

**No Show:** In the eventuality that a guest with a confirmed reservation does not arrive at the date specified, "No-show" charges will be automatically charged to the guests' master account or credit card, towards retention of ONE NIGHT.

**CANCELLATION POLICY**

In case of a cancellation less than 03 Days prior to arrival, charges equal to ONE ROOM NIGHT will be applicable:

**Cancellation policy for Group booking:** 15 (Fifteen) days prior to arrival otherwise 50% room charge of one night will be posted on your/guest's billing for each of the reserved rooms. Cancellation at 04 (four) days prior to arrival will attract 100% charge of the FIRST NIGHT for each of the reserved rooms.

**Confidentiality-** The rates contained in this agreement are strictly confidential and must not be disclosed to third parties. To protect the confidentiality, the Hotel will not disclose the rate as well without client's acknowledgement.