

November 25, 2017

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THE WESTIN DHAKA

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westin.com/dhaka

Sub: Group Proposal for Bangladesh Association of Software and Information Services (BASIS)

Dear Mr. Ahmed,

Greetings from The Westin Dhaka!

Thank you very much for showing your kind interest towards our hotel. In reference to your e-mail regarding the group arrival in December 2017, we are pleased to confirm the availability of 150Rooms during the mentioned period. Details of our proposal are as follows.

Rooms Combination:

Proposed Total Number of rooms : 125
Number Deluxe rooms : 80
Number of Executive Club rooms : 45
Group Check in : 7th December, 2017
Group Check out : 10th December, 2017

Special Room Rates: (Please note that this is a special rate & will be considered for the mentioned period & Group only. In case of any change in the duration & decrease in room number the price will vary)

Room type	Room size	Published room rate	Special Group rate
Deluxe Room (Single)	36 Sm.	US \$ 640++	US \$ 175 ++
Deluxe Room (Double)	36 Sm.	US \$ 740++	US \$ 210 ++
Executive Club (Single)	38 SM	USD 800++	US \$ 250++

Rate Note: The above rates are subject to 10% service charge & 15% VAT per room per night which attracts compound calculation.

For reservation please email to : reservations.dhaka@westin.com;
anisur.rahman@westin.com;

ROOM AMENITIES AND VALUE ADDED SERVICES:

The Room (Deluxe) Rate Includes Complimentary:

- **One** Buffet breakfast per room per night @ Seasonal Tastes (Level- 2)
- Use of Westin Workout, Swimming Pool, Sauna & Jacuzzi.
- Four bottles of local mineral water per day (500 ml)
- Daily English Newspaper
- High Speed in room Internet access (Wi Fi)

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In Room Amenities:

- 32 inch LCD TV in each room.
- Iron with ironing board
- Electronic safe.
- Tea/Coffee Maker with a coffee plunger.

Deluxe Rooms: Our distinctive 34-square meter deluxe rooms are some of the most spacious guest rooms in Dhaka.

Westin Executive Club Rooms: The executive club floor is specially designed for the discerning business traveler where we offer distinguished services in an ambience of refined sophistication plus a host of amenities. The Club Floor Lounge on the 21st floor offers unparalleled luxury with an inviting, intimate atmosphere where all your needs will be taken care of by our dedicated attendants. We have designed this private lounge with only one purpose in mind - to offer you a luxurious oasis of peace and relaxation.

Facilities in the Club Lounge:

- Complimentary Continental Breakfast from 7:00 am.-10:00 am.
- Complimentary Tea/Coffee with assorted cookies throughout the day.
- Complimentary one hour use of meeting room (subject to availability).
- Complimentary Hors D'oeuvres and Cocktails from 5:30 pm.- 7:30 pm.
- A Variety of intl. & local newspaper & magazines.
- Complimentary local telephone calls and facsimile.
- Complimentary high-speed internet access, both Wi-Fi & Cable.
- Complimentary printing facility (10 pages max).
- On request secretarial service.
- Complimentary travel related services

AIRPORT PICK UP AND DROP REGULAR CHARGES: Complimentary.

BUFFET BREAKFAST, LUNCH & DINNER:

- Buffet lunch at Seasonal Taste Restaurant BDT 3500 Net
- Buffet lunch at Seasonal Taste Restaurant BDT 4500 Net

OUR GUEST SERVICE POLICIES:

- Our usual Check-in time is **14:00** hours and Check-out time is **12:00** hours.
- Early check-in & late check-out policy: Should the room be available, we will make every effort to offer you a complimentary early check-in. However, if you wish a guaranteed room upon arrival early, we suggest that you hold the room from the night before. Please inform us if you need a late check out as a late check-out fee may apply.
- In case of early departure additional one night charge will be posted on your billing.

- In case of 'No Show', entire stay charges will be posted to your billing for each of the reserved rooms and we will consider that the entire booking is cancelled if not informed before.
- Room reservation has to be confirmed by credit card authorization and in case of any late cancellation; charges will be as per the offer.

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RATE NOTE:

- The above mentioned rates are subject to 10% service charge and 15% Govt. Vat unless otherwise stated.
- Mentioned room rates are per night per room basis.
- Non- Commissionable rate

CANCELLATION CHARGES:

Less than 7 days before the arrival	100% of the Total Charge
Less than 10 days " " "	75% of the Total Charge
Less than 15 days " " "	50% of the Total Charge

TERMS & CONDITIONS:

- 1) After signing this agreement, it will be considered as the confirmation of the above mentioned group.
- 2) Force majeure: In case of cancellations due to force majeure The Westin Dhaka will waive the cancellation charges considering the said event will take place at The Westin Dhaka in Future. Force Majeure is defined as any natural calamity, riots, strike and government initiated step to stop such event.
- 3) All government policies/regulations prevalent during the time of your event will apply. The Westin Dhaka will not be held responsible for any subsequent changes in the Government policies, rules and/or regulations which will/may have a bearing on the Terms and Conditions of our agreement. In such an event, the Terms and Conditions mentioned herein in this contract will remain valid.
- 4) Admittance: The Westin Dhaka reserves the right to deny any person admission to the hotel.
- 5) Postponement: If for the reason the function/event has to be postponed the same terms and conditions apply as for cancellation.

MODE OF PAYMENT: Bank Transfer/ Credit card Guarantee / Purchase order/Company Payment.

Advance Payment: 50% with the confirmation of the group. 25% before 15 days of the group arrival and rest amount before 07 days before arrival/event.

Or

Issuance of Purchase Order would be considered as a payment guarantee and that to be abide by the cancellation policy.

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Please provide us credit card details only through FAX at +88-02-9884800 to guarantee the reservations.

The room rates confirmed in USD will be converted to local currency (BDT) by the hotel at your time of stay, based on the exchange rate used by the hotel and are subject to exchange rate fluctuations. Credit card charges are subject to additional currency conversions by banks or credit card companies, which are not within the hotel's control and may impact the amount charged to your credit card. Please contact the hotel if you have any questions.

Current Exchange Rate: USD 1.00 = BDT 83.00 (may change according to the current exchange rate of the hotel)

We hope all the points are covered as per your requirement. However, please call us for any further query. We always assure you our best services true to Westin Worldwide.

Best Regards,
By

ACCEPTED



Anisur Rahman
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The Westin Dhaka
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Email: Anisur.rahman@westin.com

Date:
Company Seal