



**Payment by:**

Company Credit Card

Guest

Visa

American Express

MasterCard

Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

If charges will be covered by Company Credit Card, please enclose copy of Credit card from both sides, ID of CC Holder and Filled in Third Party Authorization Form.

**Miscellaneous:**

Check in time 1:00 p.m. (**Subject to Availability**)

Check out time 1:00 p.m.

**Early Check-In charges:**

Before 10:00 a.m. 100 % room charge will apply. Room reservation has to be made for the night prior to arrival.

Between 10:00 a.m. to 12:00 p.m. 50 % of the room charge will apply.

Late Check-Out charges:

Between 1:00 p.m. to 06:00 p.m. 50 % of the room charge will apply.

After 06:00 p.m. 100 % room charge will apply.

**Cancellation Policy:**

Kindly note, that from the moment you send this form your reservation is considered as guaranteed, if you wish to modify or cancel it please advise us latest 15 days prior to arrival to ensure we do not charge any penalty to your credit card.

24 hours to 2 days: % 100 of the Total amount.

2 days to 7 days: % 50 of the Total amount.

7 days to 15 days: % 30 of the Total amount.

15 days and more: no penalty will be applied.

This form should be filled-in; signed and submitted at the time of booking by email to:

• [reservation.djibouti@kempinski.com](mailto:reservation.djibouti@kempinski.com)

• [mina.labeeb@kempinski.com](mailto:mina.labeeb@kempinski.com)

and CC to below mail:

• [farhan.wais@kempinski.com](mailto:farhan.wais@kempinski.com)

**Name:**

**Date:**

**Signature:**

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