

# SUN TOURS PVT. LTD.

Regd. Office: 118, Rajendra Bhawan,  
Rajendra Place, New Delhi 110008, India  
Tel: +91 11 66404404, 25851317  
Fax: +91-11-25852552 Email: mice@suntours.in

# SUN TOURS



**INTERNATIONAL BACCALAUREATE ASIA PACIFIC**  
Category 1 and 2 DP Workshops and Special Seminar  
6 – 8 February, Bangalore  
Stonehill International School, Bangalore, India

Dear Participant,

Sun Tours Pvt. Ltd. is the appointed travel agent for “**IB Regional Workshops**” at Stonehill International School, Bangalore, India.

Enclosed is the hotel booking form which has the option of two hotels. The rate for each hotel includes:

<u><b>Goldfinch Retreat</b></u> ★ ★ ★ ★	<u><b>Royal Orchid Resort</b></u> ★ ★ ★ ★
<ul style="list-style-type: none"><li>• Room and Breakfast.</li><li>• Both way airport transfers by air-conditioned car/coach.</li><li>• Both way Workshop venue transfers by air-conditioned car/coach.</li><li>• All hotel/Government Taxes.</li><li>• 24 hour wifi access.</li></ul>	<ul style="list-style-type: none"><li>• Room and Breakfast.</li><li>• Both way airport transfers by air-conditioned car/coach.</li><li>• Both way Workshop venue transfers by air-conditioned car/coach.</li><li>• All hotel/Government Taxes.</li></ul>

All rates are quoted in Indian Rupees. You may also check the latest exchange rates from this website: [http://www.hdfcbank.com/assets/pdf/forex\\_rates/rates.pdf](http://www.hdfcbank.com/assets/pdf/forex_rates/rates.pdf)

Please check if you need to apply for a VISA when you book your flights for India.

Kindly complete the form and email or fax the same to us by 30<sup>th</sup> January, 2015.

Fax No.: **+91-11-25852552**

e-mail address: [mice@suntours.in](mailto:mice@suntours.in)

Feel free to contact us for any assistance or clarification.

Yours truly,

For **SUN TOURS PVT.LTD.**

**Charu Malhotra**  
Mobile: **+91 99 308 94727**

**Namrata Arora**  
Mobile: **+91 98 689 55258**

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## Hotel Booking Form

Please send the completed hotel booking form to us via e-mail at [mice@suntours.in](mailto:mice@suntours.in) OR  
Fax to : +91-11-25852552

### PARTICIPANT ROOM DETAILS:

<b>First Name:</b>	<b>Last/Surname:</b>
<b>Work Phone:</b>	<b>Home Phone:</b>
<b>Mobile:</b>	<b>Email:</b>

**Room Sharing Details:** Please write the name of the 2<sup>nd</sup> person sharing the room (if applicable):

<b>First Name:</b>	<b>Last/Surname:</b>
<b>Work Phone:</b>	<b>Home Phone:</b>
<b>Mobile:</b>	<b>Email:</b>

### FLIGHT DETAILS:

Flight details:					
Arrival date		Flight No.		Arrival time	
Departure date		Flight No.		Departure time	

Should the flight details of the second person not be the same please email them to us at [mice@suntours.in](mailto:mice@suntours.in)

Hotel Name and Website	Approximate travel time to the Venue	Room Type	Rate WITHOUT Airport Transfers (INR) Please select (✓)		Rate WITH Airport Transfers (INR) Please select (✓)	
<b>Goldfinch Retreat</b> ★★ ★ <a href="http://www.goldfinchhotels.com/Retreat/about_retreat.php">http://www.goldfinchhotels.com/Retreat/about_retreat.php</a> (Complimentary wifi)	15 – 20 minute drive	Single Room including 1 Breakfast		7000		7700
		Double Room including 2 Breakfasts		7500		8200
<b>Royal Orchid Resort</b> ★★ ★ <a href="http://www.royalorchidhotels.com/common/hotels-in-bangalore.asp">http://www.royalorchidhotels.com/common/hotels-in-bangalore.asp</a>	20 – 25 minute drive	Single Room including 1 Breakfast		6800		7500
		Double Room including 2 Breakfasts		7200		8000

**Both rate categories are inclusive of Workshop venue transfers (Hotel – Workshop Venue – Hotel)**

### Late check-out:

Most international flights depart post 2200 hours. Should you wish to avail the late check-out until 2000 hours, please note that a half day room charge will be payable. There will only be a few rooms available for late check-out and the same will be allocated on a first come first serve basis. A check out after 2000 hours will incur a full night charge.

Please indicate if you wish to avail this option:

Please Select (✓)		Yes, I would like a late-check out at a half day charge of the room selected above.
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## IMPORTANT INFORMATION

- **Please check if you need to apply for a VISA when you book your flights for India.**
- **Travel time from the Workshop Venue to the Airport is approximately 45 minutes.**
- Most international flights arrive and depart late night/early morning. Please be careful when filling in the dates of your room requirements considering most hotels have a 12 Noon check-in/check-out time.
- The reporting time for domestic flights is 2 hours prior to departure and for international flights is 3 hours prior to departure.
- Should you not have a scanner available, you may click a photo of the hotel booking form and email it as an attachment.
- If you require a copy of the hotel confirmation letter or invitation letter for visa application, please contact us, and we shall provide you with the necessary documentation.
- There will be Sun Tours representatives at the arrivals of the Bangalore Domestic/International Airport terminals exit gate holding placards which will read **"IBO WORKSHOP"**. The names and mobile numbers of the airport representatives as well as the conference coordinators shall be e-mailed to you by JANUARY 30, 2015.
- It is important to give us the flight details and also update us if there are any changes in flight numbers/timings to enable us in ensuring that your transport services are arranged accordingly.
- Both way Workshop venue transfers are included in the cost of the hotels. Please note that transport services are being arranged for participants who are making their room bookings with Sun Tours Pvt.Ltd. only. **If you prefer to book at the same hotels directly or through your own travel agent, we can provide you with the transport services (airport transfer and/or venue transfer) at an additional cost.**

## PAYMENT:

Full payment is required to confirm your booking. Please select one of the following payment modes:

### **Cheque**

Rupee cheques should be made out to **"Sun Tours Pvt. Ltd."** and must be received by Sun Tours latest by the **January 30, 2015**. Mailing Address: - Sun Tours Pvt. Ltd. | 118 Rajendra Bhawan | Rajendra Place | New Delhi | 110008 | India

### **Credit Card**

Please complete the "Credit Card Charge Authorization" form given below and fax/scan and email the same back to us along with a copy of any photo Identity card bearing your signature Viz. Drivers licence, Citizenship card, Election ID card, Passport.

### **Bank Transfer**

In case you wish to make payment through your bank, following are the remittance details:

Account Holder Name	SUN TOURS PVT.LTD.
Bank Name	Deutsche Bank
Current Account No.	000005739270019
Bank Address	28, K.G. Marg, ECE House, New Delhi 110 001, India
RTGS / NEFT/ IFSC Code	DEUT0796DEL
Swift Code	DEUTINBBPBC
IBAN No. for GBP	GB75DEUT40508134034900
IBAN No. for EURO	DE84500700100953478500

\*Please note that a \$30 transaction fee is to be paid for all international bank transfers

## TERMS & CONDITIONS:

1. Rooms are subject to availability at the time of booking. If accommodation is not available at your choice of hotel an alternative shall be offered to you and your credit card shall be charged only after receiving your acceptance of the alternative offered.
2. All Cancellations shall incur a penalty of 1 full night's accommodation if cancelled upto one week prior to the date of arrival.
3. Cancellations made within 7 days of arrival will incur penalty of full payment.
4. **Check-In/Check-out time at all hotels is 12 Noon.**

