

## F A C S I M I L E T R A N S M I S S I O N

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To : HRH Princess Fay Jahan Ara  
President - MENA REGION  
Telephone: +971 43132806  
Fax: +971 4 3303365

Company: ASIAN – Arab Chamber of Commerce

Address: PO Box 31303  
Dubai, United Arab Emirates  
Date: 9 February 2014

From: Ahmed Al Awadhi  
E – mail: ahmed.awadhi@ritzacrlton.com  
Telephone: +973 17586565  
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Subject: **2014 Government Rate**

Dear HRH Princess Fay Jahan Ara,

Thank you for your continued interest with The Ritz-Carlton, Bahrain Hotel & Spa. It is our pleasure to forward the **2014 Government rates for ASIAN – Arab Chamber of Commerce**.

### TERMS AND CONDITIONS:

- Government rates on **Non Last Room Availability** have limited room inventory allocation and are subject to rate and space availability at time of confirming the reservations. Best available rates (BAR) or Rack Rates applies when corporate rates are not available.
- Room rates stated in this letter are solely applicable for individual reservations. Group rates (10 or more rooms per night) are available and please contact your Account Manager for rates and space availability.
- Check – In time is 15:00 hours and Check – Out time is 12:00 noon. Late check-out and early check-in is based upon availability at the day of arrival and additional charges apply. The hotel reserves the right to change the check-in and check-out time at any moment in time. If these timings are changed this will be communicated in writing to our partners and also stated in the email confirmations.

### CANCELLATION AND NO SHOW:

- Any guaranteed reservations which have not materialized, will be classed as a No-Show and charged one (1) night including applicable taxes. To avoid cancellation charges, any cancellation must be sent in writing by your company to reservations 48 hours prior to the date of arrival. Any cancellations received after and within 48 hours prior to arrival will be subject to one (1) night charge including applicable taxes.
- The cancellation policy for special events, black out days and holidays: 7 days prior to arrival. During these periods the cancellation/no-show charges may also exceed 1 night charge. Please note that it is the hotel's discretion to implement a special event/holiday cancellation policy at any given time. This will be communicated upon making the reservation and confirmed in the email confirmation letter.

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**CURRENTLY KNOWN BLACK OUT DATES:**

Rate availability for special holidays and events are based on the best available rate:

1. IISS Manama Dialogue:	TBA
2. F1	TBA

*The hotel reserves the right to add additional blackout dates for any given period within the contracted dates.*

*\*Hotel is not fully close but with limited availability*

**CHILD POLICY:**

**Deluxe Room**

Maximum number of guests allowed in a deluxe room is 2 adults + 2 children up to the age of 11, sharing existing bedding. No rollaway bed permitted in deluxe room due to space limitations and fire safety.

**Club Room**

Maximum number of guests allowed in a Club Room and Club Suite is 3 adults or 2 adults + 2 children up to the age of 11. Only one rollaway bed permitted for the 3rd adult. Additional charge will be applied to children accompanying their parents in guest rooms as follows:

Up to 11 years – free of charge

12 years and above (covered as an adult) – 20BD per person/child subject to additional tax and service charge per night.

No Children are allowed in the Club Lounge after 8:00pm.

Extra bed is subject to availability.

The hotel reserves the right to change the child and extra person policies without prior notice.

**SMOKING POLICY:**

The Ritz-Carlton, Bahrain Hotel & Spa is 'smoke-free' in all restaurants, lounges, the lobby, as well as the conferences and meeting facilities. However, smoking is still permitted in designated areas such as the Burlington Club, designated floors where smoking is allowed in the privacy of your guestrooms and areas outside the hotel.

**HOTEL SERVICES:**

**AIRPORT TRANSFERS:**

Airport transfers can be arranged upon request with and full flight details must be provided at time of reservations: The following rates are inclusive of 15% service charge and 5% government levy, compounded at 20.75%.

Limousine 1-3 guests	BD 22 per car/way
Exclusive Van 1-5 guests	BD 25 per van/way

All Suite and Villa Rates are inclusive of complimentary return Airport Transfers from Bahrain International Airport and hotel only. To avail the services, full flight details must be provided at the time of reservation. The hotel will not be held liable should the flight details are not communicated. Airport transfer services may not be exchanged with other services if the guest does not require airport transfers.

Airport transfers arranged shall be cancelled at least 12 hours prior the pick-up timing to avoid applicable charge of one way rip.

Meet & Greet Service: The hotel can provide Full VIP Service inside of the Airport, for BD 50 per person and does not include Airport Transfers.

The hotel reserves the right to change the transportation charges without prior notice.

#### **TOURIST/VISIT VISA:**

Pre-processed Tourist/Visit Visas are issued upon arrival at the Immigration Department at Bahrain International Airport. The hotel does not provide VISA but is delighted to assist with the processing for Business visas only. Visa processing fee cost BD 30 per application and are valid for 7 days upon date of entry to Bahrain ( single entry). This fee is non-refundable. Unutilized Visa will be valid up to 30 days from date of issue. Any Extension will cost BD 40.

The visa upon arrival price differs based on Nationality. Citizens of the following countries can obtain visa upon arrival: Andorra, Austria, Australia, Belgium, Brunei, Canada, China, Denmark, Finland, France, Germany, Greece, Hong Kong, Iceland, Italy, Liechtenstein, Luxembourg, Malaysia, Monaco, Netherlands, Norway, Portugal, Republic Of Ireland, San Marino, Singapore, Spain, Sweden, Switzerland, Thailand, United Kingdom, U.S.A. and Vatican City and Turkey.

Citizens of nationalities not mentioned above can apply for visit visas which approximately require a minimum of seven (10) working days (excluding public holidays). Clear passport copies are required for the application of visa. Women from CIS under 40 years old traveling alone might experience some difficulties to obtain their Visas.

#### **2014 GOVERNMENT RATES**

##### **RATE INCLUSIONS:**

<b>GOVERNMENT RATES</b>		
<b>1-Jan 2014 to 15 Feb 2014</b>	<b>Non - Last Room Availability</b>	
<b>ROOM CATEGORY</b>	<b>Single</b>	<b>Double</b>
Deluxe Room	BD 108	BD 133
Club Room	BD 150	BD 175
Club Suite	BD 250	BD 275
Villas	BD 775	BD 775

<b>GOVERNMENT RATES</b>		
<b>16 Feb 2014 to 31 May 2014</b>	<b>Non - Last Room Availability</b>	
<b>ROOM CATEGORY</b>	<b>Single</b>	<b>Double</b>
Deluxe Room	BD 108	BD 133
Club Room	BD 150	BD 175
Club Suite	BD 250	BD 275
Villas	BD 775	BD 775

<b>GOVERNMENT RATES</b>		
<b>1 Jun 2014 to 30 Jun 2014</b>	<b>Non - Last Room Availability</b>	
<b>ROOM CATEGORY</b>	<b>Single</b>	<b>Double</b>
Deluxe Room	BD 108	BD 133
Club Room	BD 150	BD 175
Club Suite	BD 250	BD 275
Villas	BD 775	BD 775

GOVERNMENT RATES		
1 Jul 2014 to 31 Aug 2014	Non-Last Room Availability	
ROOM CATEGORY	Single	Double
Deluxe Room	BD 87	BD 123
Club Room	BD 150	BD 175
Club Suite	BD 250	BD 275
Villas	BD 675	BD 675

GOVERNMENT RATES		
1 Sep 2014 to 15 Dec 2014	Non - Last Room Availability	
ROOM CATEGORY	Single	Double
Deluxe Room	BD 108	BD 133
Club Room	BD 150	BD 175
Club Suite	BD 250	BD 275
Villas	BD 775	BD 775

GOVERNMENT RATES		
16 Dec 2014 to 5 Jan 2015	Non - Last Room Availability	
ROOM CATEGORY	Single	Double
Deluxe Room	BD 108	BD 133
Club Room	BD 150	BD 175
Club Suite	BD 250	BD 275
Villas	BD 775	BD 775

**Terms & Conditions:**

- Rates are subject to 15% service charge & 5% government levy (compounded at 20.75%).
- Rates offered are inclusive of High speed internet (HSIA excluding meeting rooms)
- Rates are on Last Room Availability
- Rates are subject to availability at the time of reservation and available for maximum of 9 rooms per day.
- Room rates laid forth in this contract as solely applicable for individual reservations. Group rates (10 or more rooms per night) are available and please contact your Account Manager for rates and space availability.

**RATE INCLUSIONS:**

Club Room	-	Access to the Club Lounge offering continuous light culinary offerings served throughout the day
	-	In-room High Speed Internet Access (HSIA)
	-	Two (2) items pressing per night
Club Suite	-	Access to the Club Lounge offering continuous light culinary offerings served throughout the day
	-	In-room High Speed Internet Access (HSIA)
	-	Two (2) items Pressing per night
	-	Airport Transfers as long as flight details are provided at the time of booking
Villa	-	In- Villa High Speed Internet Access (HSIA)
	-	In- Villa Breakfast
	-	Two (2) items Pressing per stay
	-	Airport Transfers as long as flight details are provided at the time of booking

**GROUP COMPLIMENTARY POLICY**

**One (1) room per sixteen (16) materialized room maximum 3 rooms.**

**RESERVATIONS:**

For individual reservations please call our Executive Reservation Services on:

Telephone: **+973 17586666**

Facsimile: **+973 17580948**

Email: [ers.bahrain@ritzcarlton.com](mailto:ers.bahrain@ritzcarlton.com)

Timings: 8:00am to 19:00 Saturdays to Thursdays and 8:00 to 17:00 on Fridays

**HOTEL FACILITIES:**

**DELUXE ROOM** Our 31-sqm Deluxe Rooms are designed to reflect a classic and traditional appeal. These elegant rooms provide you with a home away from home and offer a king size or two twin/single beds, an interactive LCD TV, a lounge chair, fully equipped working desk and High Speed Internet Access. Bathrooms feature a deep soaking bathtub with The Ritz-Carlton amenities and a rain shower head. The rooms also feature a Nespresso machine, tea facilities and a safe. They are located mostly in lower floors and only overlook the skyline of Manama.

*Maximum 2 persons, no extra bed permitted.  
Interconnecting rooms available upon request.*

**CLUB ROOM** Our 45-sqm Club Rooms are contemporary and beautifully appointed and are located on the top floors of the hotel. They feature a comfortable king bed or two twin beds. They are equipped with a walk-in closet, an interactive LCD TV, a lounge chair, fully equipped working desk and High Speed Internet Access. The luxurious bathroom features separate bath and shower areas with Asprey amenities. These comfortable rooms also have a Nespresso machine, tea facilities and a safe, and offer beautiful views on the Arabian Gulf or on Manama's skyline.

**CLUB SUITE** Our 64-sqm Club Suites are delightfully appointed with a modern twist. They are a home away from home, a true oasis of relaxation and genuine comfort.

These suites feature a spacious separate living area where you can entertain yourself and family and watch your favorite movies or sports, an oversized executive desk and two LCD TVs. The luxurious bathroom features a deep soaking bathtub with The Ritz-Carlton amenities, a rain shower head, embedded "TV-within-a-mirror" and Asprey bath amenities that will enliven your senses.

*Do not miss it: 2 items pressing per night and airport transfers are included if full flight details are provided at time of reservation.*

**EXECUTIVE SUITES** Every detail in our Executive Suites with panoramic views over the sea and the city of Manama has been designed to ensure maximum enjoyment of your stay. All suites have an especially spacious king-sized bedroom, a luxurious marble bathroom with bathtub, a Jacuzzi to enhance your relaxation and well-being, a shower cabin, a private lounge and a guest bathroom, plus a Nespresso machine, tea facilities and a safe. And after a busy and exiting day, you may enjoy the comfort of The Club Lounge.

*Do not miss it: Free internet, 2 items pressing per night and airport transfers are included if full flight details are provided at time of reservation.*

**DIPLOMATIC SUITE** Our 96-sqm Diplomatic Suites are tastefully designed, spacious and feature a king size bed, a separate living room and a luxurious bathroom with a separate rain shower and a whirlpool bath tub. Why not unwind on your very own balcony where a romantic dinner can be arranged while you enjoy the view over the Arabian Gulf?! The suites also feature a Nespresso machine, tea facilities and a safe. The key will also allow access to our

Club Lounge.

*Do not miss it: Free internet, 2 items pressing per night and airport transfers are included if full flight details are provided at time of reservation.*

**ROYAL SUITE** Our 152-sqm Royal Suites are our largest suites. Traditionally appointed they feature a large master bedroom with walk-in closet and a large bathroom with a whirlpool bathtub. You will also enjoy the private Majilis with a private dining table for up to 12 guests. There is also guest bathroom and a private balcony from where the beautiful Arabian Gulf can be enjoyed.

The Royal Suites are equipped with a Nespresso machine, tea facilities and a safe. The key will also allow access to our Club Lounge.

*Do not miss it: Free internet, 2 items pressing per night and airport transfers are included if full flight details are provided at time of reservation.*

**VILLA** Our 400-sqm Villas exude a relaxed elegance throughout. Surrounded by azure waters, the three-bedroom villas offer an incomparable elegance where it is easy to escape from the ordinary world and enter a place where idyllic stretches of sand slope gently into warm waters of magnificent turquoise blue. These distinctive villas exude a warm and refined atmosphere. The large living room and dining room are the perfect place to reconnect and bond with your family. Hi-tech equipment in each room will enhance your stay.

Each villa has an exclusive plunge pool where you can relax in comfort as villas are at least 20 meters away from each other.

These villas have a lot to offer such as a beautiful patio where we can arrange a romantic alfresco dinner. The luxurious bathroom features a jet-steam bath tub and separate rain-shower. An outside Balinese bed is the perfect place to unwind.

Guests of the villas enjoy the services of a Private Lifestyle Butler who provides a sophisticated blend of knowledge pertaining to the destination and the resort facilities. It is impossible not to relax with such attention and in such a tranquil heaven where you are never far from the breathtaking view over the Gulf.

*Do not miss it: Free internet, 2 items pressing per night and airport transfers are included if full flight details are provided at time of reservation.*

*The Villas of The Ritz-Carlton, Bahrain are secluded sanctuaries of exclusivity and luxury. To ensure maximum comfort and enjoyment of all Villa guests, large gatherings of people, loud noises and disorderly behavior conducted are not permitted on the premises.*

*The number of allowed guests staying in the villa is 6. Visitors are not allowed after 11 p.m. The use of the villas' swimming pool is at your own risk. maximum 2 cars registered per villa. Please note that alcohol may not be brought in from outside the property. BD.20 will be charged per bottle as a corkage charge and pets are not allowed.*

Club level and Suite guests have access to the Club Lounge located on the seventh floor offering continuous light culinary served throughout the day.

The Ritz-Carlton, Bahrain Hotel & Spa promises exceptional product and service for our guests and aims to accommodate and anticipate all the unexpressed wishes and needs of Meeting Planner, like you.

With kind regards,



Ahmed Al Awadhi  
Director of Protocol and Diplomatic Sales