



T/A Crosspoint Hotels Limited
35A/1 Lake road
Lusaka
TEL: +260 760 900 500/+0211 444800
EMAIL: reservationslsk@theurbanhotelgroup.com

QUOTATION

Att Ms Mwansa
Email mwansachungu88@gmail.com
Phone No '260
Date 15th October 2023

TPIN: 2146907741

ITEM	UNIT COST	PAX	DAY/NIGHTS	TOTAL
Standard Room	2,000.00	1	1	2,000.00
Standard Room	2,200.00	2	1	2,200.00
Standard Twin Room	1,700.00	1	1	1,700.00
Standard Twin Room	1,900.00	2	1	1,900.00
Executive Room	2,300.00	1	1	2,300.00
Executive Room	2,400.00	2	1	2,400.00
GRAND TOTAL	VAT EXCLUSIVE		ZMW	-

NO SHOW POLICY/

- No shows will be charged on the first night and the rooms will be kept up to 11 am after which the hotel has the right to release the rooms.
- 1 All late arrivals must be communicated to the hotel at least 48:00hrs prior to arrival
 - 2 A rooming list should be supplied to the hotel at least 48hrs prior to arrival
 - 3 For guests requiring airport transfers, an itinerary list stating clearly the guest name, arrival time, and flight details should also be supplied to the hotel at least 48hrs prior to arrival

TERMS & CONDITIONS

- For numbers below 20 pax, hall hire shall be charged at K2,500.00 per day
- 1 No shows on first day of the meeting shall be charged at the cost of the conference rate per day
 - 2 For groups needing teas only, the booking shall attract a venue hire depending on the size of the room
 - 3 Rates are subject to the hotel's exchange rates at any given time.
 - 4 A reservation is considered provisional until 100% payment is made to confirm the booking
 - 5 Confirmation of bookings are subject to availability
 - 6 Prices are subject to change without notice
 - 7 The final number of participants should be confirmed at least 24hrs before the function date
 - 8 Confirmations must be done at least seven (7) days from day of quote.
 - 9 Otherwise the hotel holds the right to cancel the reserved and sell the reserved space
 - 10 All accommodation rates are inclusive of a full English Breakfast unless otherwise stated
 - 11

DEPOSITS AND PAYMENTS

Payments shall be made directly to The Urban Hotel by cash, cheque or bank transfer

- 1) A deposit of 50% is required for confirmation and balance before the event. Where as there is an agreement
- 2) an LPO/Order will be required as confirmation

CANCELLATION POLICY

Thirty (30) days or more prior to function date - No charges plus 100% refund

- 1) Fourteen (14) to twenty nine (29) days prior to function date - a penalty of 25% of the full reservation cost
- 2) Seven (07) to thirteen (13) days prior to function date - A penalty of 50% of the full reservations cost
- 3) Six (06) or less days prior to function date - A penalty of 100% of the full reservation cost
- 4)

ACCOUNT DETAILS

Currency	ZMW
Beneficiary Name	Cross point Hotels Ltd
Beneficiary Bank a/c	5764193500157
Bank Name	ZANACO PLC
Branch Name	Lusaka Business Center
Swift Code	ZNCOZMLU
Sort Code	10003