



Organization: Africa Business Forum & Africa Global Trade  
To: Ahlam  
Mobile: +251 935 402 526  
Email: ahlam@africabusinessforum.com  
From: Selam Adane, junior sales and Marketing Manager  
Tel: +251116 672172  
Mobile: +251 933713580  
Fax: +251 116 672131  
Email: selamawit.adane@saromariahotel.com

Dear Ahlam,

Thank you for your interest in the Saro-Maria Hotel Addis Ababa. We are delighted that you are considering the Saro-Maria as the venue for your forthcoming group booking scheduled on for Feb-, 2017. Please find enclosed a full proposition with the initial costs. Our dedicated team of staffs are more than ready to turn your moments in to memories!

***All costs are in US dollars and Inclusive of 15% VAT & 10% S.C.***

**Requested Date:** Jan 13, 2017

The Saro-Maria Hotel is located 2 kilometres from Bole International Airport. A shuttle service is available from and to airport for guests requiring the service. The hotel is within a walking distance or a short drive away from many of the city's main attractions.

#### ACCOMMODATION

Arrival Date: 29/02/2017  
Departure Date: TBA/03/2017

Dates	Number of Person	Number of Bedrooms	Rate Per night
29/02/2017-TBA/03/2017	50	50	130 USD Flat rate for all room type

- ❖ ***Rates Inclusive of Breakfast, 10% service charge and 15% VAT.***
- ❖ ***For Double Occupancy there is a supplement of USD 30.***
- ❖ ***We will arrange arrival and departure shuttle from the airport & to Hotel***
- ❖ ***Transport To and From The meeting Venue 20 USD***

Please be informed that the following amenities are included in the above room rate:

- Meet and assist service upon arrival at the airport.
- Satellite TV system

Saro-Maria Hotel  
Bole Medhaniale  
Addis Ababa, Ethiopia  
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- Hair drier and magnifying mirror in the bath room
- Safe Deposit Box
- Safety Oxygen Masks
- Bottled Mineral water in room.

#### **Complementary Services**

- Free High speed Wi-Fi in guest rooms and public areas of the hotel.
- Gym
- Full Breakfast Buffet
- Swimming pool

#### **OFFER VALIDITY**

**Rates offered are valid until Jan 20<sup>th</sup> 2017**

**Please note that no option has been taken for the above mentioned rooms and no space is being held at this time. Should you require us to hold space, kindly let us know your confirmation by Jan 20<sup>th</sup> 2017, if we do not receive your confirmation by this date, all space will be released back to the hotel for general sale and the hotel cannot guarantee the availability of rooms or the rates quoted.**

Thank you again for your interest in Saro-Maria Hotel Addis Ababa. We look forward to welcome your guests soon.

#### **RESERVATIONS**

- All reservations request with specification of services requested must be directed to the Saro-Maria Hotel  
Tel: +251 116 672170  
E-mail: reservation@saromariahotel.com
- All reservations shall be confirmed by Central Reservation with a reservation number.
- Reservations will only be considered confirmed once confirmation has been received by Partner together with reservation number.
- Additional services required by the guests and not confirmed in writing will be charged to the guest directly.

#### **CHECK IN & CHECK OUT**

- a) The hotel check in time is 14:00 hrs and Check-out time is 12:00hrs(noon)
- b) Please request for early arrival and late check-outs in order to provide a day room for our clients.

#### **CANCELLATION BY THE PARTNER**

- All cancellation must be received in writing by e-mail or fax directly to Reservations department.
- Where no such written notification is made the full cancellation fee will become payable and no refund will be granted.

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- Delayed or cancelled flights and ferries are not the responsibility of Saro-Maria Hotel and full payment for reserved period will be requested.
- In the unfortunate circumstances that the Partner has to cancel or postpone a confirmed booking cancellation charges will not be levied if cancelled at least 24 hours prior to arrival date.
- Should Saro-Maria Hotel for reason beyond its control, need to make any amendments to a booking, Saro-Maria Hotel reserves the right to offer an alternative of a similar standard or price but without any other liability to the Partner or the guests.

#### **PAYMENT TERMS**

- Invoices are issued and sent on the day of confirmation.
- Invoices are payable within 30 days from the end of the month in which the invoices are dated. Any delay in Payment beyond this period will attract an interest of 2%.
- Any queries on invoices must be done in writing and within 14 days of receipt of invoice. Such queries should not affect immediate payment of the balance. Any deductions have to be agreed by Saro-Maria Hotel in writing.
- All invoices are payable in US Dollars or local currency without any deductions when converting from other currencies.
- All Bank Charges will be paid by the Partner
- If Invoices are overdue, Saro-Maria Hotel reserves the right to require full payment in advance for any future bookings.
- Following written notice if payment is not received within 15 days Saro-Maria Hotel may cancel forthcoming bookings without further notice and prejudice.
- All accounts to be paid into our Bank only in the stated currency:

<b>BENEFICIARY</b>				
<b>ACCOUNT NAME</b>	<b>ACCOUNT NUMBER</b>	<b>BENEFICIARY'S BANK</b>	<b>BRANCH NAME</b>	<b>SWIFT CODE</b>
Alemayehu Niguse (Saro-Maria) Four Star Hotel	1000104719736	Commercial Bank of Ethiopia	Edna mall	CBETETAA

Kind regards,  
Selam Adane,  
Junior Sales and Marketing Manager

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