

**HOTEL SAMARKAND**  
**21/22 LANSDOWNE CRESCENT LONDON W11 2NS**  
**A Private Residential Apartment-Hotel for Overseas Visitors**

**REGISTRATIONS**

Hotel Samarkand Ltd

Registration Number 634881 (1959)

Registered with the Royal Borough of Kensington & Chelsea  
in 1973/1991/1999/2009

DAN HALL (020) -7727- 0088

OFFICE HOURS 9.00am -3.00pm WEEKDAYS ONLY

The Office is closed at weekends and on public holidays

Bank or Company's Name.....

Address.....

.....

Reserving..... Floor Suite at No: ..... Lansdowne Crescent

comprising a combined LIVING ROOM/DINING ROOM with COLOUR TV/VIDEO adjacent to a small but fully equipped KITCHEN. Traditional BATHROOM (no shower).

BEDROOMS.....

on behalf of clients or personnel .....

Private Telephone Number (020 ) -7727 - (..... )

Initial Booking from ( ) day of ( ) 20  
to ( ) day of ( ) 20

with option of extensions. We regret that cancellations are not refundable on the initial confirmed booking period agreed.

Rates (£ per day) (£ per week)

RATES INCLUDE the supply of breakfast provisions on arrival and utilities (all heating and lighting). Room service weekdays on Monday and on Thursday includes a weekly change of linen and towels excluding service at week-ends and on public holidays.

RATES EXCLUDE the Rental and Usage of Internet Services and all Telephone Charges (Rental and Calls) on the Private Telephone in Suite billed quarterly with prevailing rates of Value Added Tax

BOOKINGS: Initial confirmed bookings are payable in advance prior to occupancy. Extensions whether on a monthly basis or for less than one calendar month are payable in advance when due with a minimum of one weeks advance notice (with payment in lieu thereof) prior to departure.

## DEPOSIT

A token deposit of (£.....) is required towards the cost of Internet Services and Private Telephone Charges. The deposit is credited in an itemised statement forwarded to the Bank or Company concerned on receipt of these charges billed quarterly. Accounts in arrears must be paid within two weeks of the date of our statement. Accrued credit balances are refunded when accounts are finalized.

## ACCOMMODATIONS

Each suite is fully self contained and occupies a floor to itself. It is tastefully furnished and decorated and maintained to a high standard guaranteed spotlessly clean on occupancy. Room service weekdays includes general cleaning and the making of beds but does not include washing up numerous items of crockery and cooking utensils. Just the breakfast dishes. Our bathrooms are traditional without showers. A valet service for the cleaning of shoes and other items of personal grooming is not provided nor are we able to accommodate pets.

## LAUNDRY AND DRY CLEANING SERVICE

A personal laundry and dry cleaning service is available on request and is billed with a 10% handling charge to the Bank or Company concerned. Laundry lists are placed in the suite for this purpose and should be completed and left for staff to collect on MONDAY and THURSDAY mornings. Guests who require an express laundry service are asked to make their own arrangements as laundry collected from our premises takes approximately one week to process. Alternatively an iron and an ironing board are provided in each apartment for laundry washed at laundrettes for guests to iron themselves. The bathroom is not available for washing items of personal laundry as this has caused overflows and seepage to the suites below.

## REGISTRATION OF NON PAYING GUESTS

There is no extra charge to accommodate visiting members of family who stay overnight or for short periods with guests in their apartment providing they complete the Registration Form supplied listing their names and home address and their Passport Number and Place of Issue. This applies only to bookings confirmed for a minimum period of three months by the Bank or Company concerned.

THE WESTBOURNE GROVE MEDICAL CENTRE  
241 WESTBOURNE GROVE LONDON W11 2SE  
Telephone (020) 7229 -5800

The Medical Centre is approximately ten minutes walking distance from our premises. Please telephone the Surgery if you wish to make an appointment to see a doctor or to discuss the fees charged for the treatment of private patients.

#### PRIVATE COMMUNAL GARDENS

A key to the gardens behind our premises is available to guests on a daily basis. The Garden Gate must be closed at all times on entering and leaving the gardens in the interests of security.

#### LOSS OF KEYS

We provide guests with keys to the suite reserved and a key to the main entrance door of the premises. Guests whether clients or personnel of the Bank or Company concerned must inform us immediately in the event of the loss of keys in their keeping in order that we may reinstate these with replacement locks and keys to both the suite reserved and to the main entrance door. This is essential in the interests of security. The locks fitted are security locks approved by our Local police (Crime Prevention Division). The Bank or Company concerned will be liable for costs for replacement locks and keys to both the suite reserved and to the main entrance door of the premises (including duplicate keys for entry to the other suites) should keys supplied be lost.

#### RE-FORWARDING OF MAIL

Mail arriving for guests after their departure is re-forwarded to their Employers (Bank or Company) at the address given.

RATES REVIEWED ANNUALLY ON APRIL THE FIRST

ACCEPTED AND AGREED.....

BANK OR COMPANY.....

ADDRESS.....

.....

TELEPHONE.....

DATED.....

PLEASE NOTE  
THAT AS WE ARE UNINSURED FOR THE FIRST £250 UNDER THE TERMS OF OUR  
INSURANCE POLICY (TERMS THAT APPLY TO MOST INSURANCE GROUPS IN THE UK)  
ANY LOSS AND/OR DAMAGE INCURRED DURING THIS RESERVATION WILL BE BILLED  
WITHIN THAT AMOUNT TO THIS ACCOUNT