



20th August, 2024

Dr. Zahid Majeed
Director International Collaboration & Exchange
Allama Iqbal Open University
Islamabad

Subject: **Corporate Room Rates for 2024-2025**

Dear Mr. Zahid,

Greetings from The Margala Islamabad!

We are honored to be able to introduce ourselves to you. The Margala is located in the heart Islamabad at M2, Near Convention Centre, Islamabad. Our goal is to provide cost-effective alternative to accommodations available in the city without compromising on our service delivery. It is our endeavor to instill new standards of service and comfort at an affordable price in hopes of becoming your preferred hotel in the city.

Room Category	Corporate Rates	Rack Rates
Standard Single Room	17,000 + Taxes	20,000+Taxes
Standard Double Room	19,000 + Taxes	22,000+Taxes
Deluxe Single Room	19,000 + Taxes	22,000 + Taxes
Deluxe Double Room	21,000 + Taxes	24,000 + Taxes
Executive Single Room	21,000 + Taxes	26,000 + Taxes
Executive Double Room	23,000 + Taxes	28,000 + Taxes

The above rates are effective from **1st July 2024** till **further Notice**.

Complimentary Facilities:

- Complimentary fruit basket upon arrival
- Buffet breakfast in the restaurant
- 02-small mineral water per room per day
- Tea maker in the room
- Use of health club along with steam, sauna & Jacuzzi facilities

Buffet Meal Rates in Restaurant:

- Buffet Breakfast Rs. 2500/ + tax
- Buffet Lunch Rs. 3500/ + tax
- Buffet Dinner Rs. 3500/ + tax

**No-Show & Cancellation Policy:**

- As per hotel policy in case of Cancellation / Amendment of an individual day room booking, 01 days before the Check-in date the company is liable to pay the booked room for one night. In case of a group/conference a reasonable time frame for a cancellation/amendment to be mutually decided and agreed upon.
- Guaranteed number of rooms will be charged in case of No Show or early departure on the same day.

Credit Policy:

- All payments related to event booking shall be required in advance to guarantee the booking. The hotel's credit facility is available only for those companies which are enlisted through Bank Guarantee with our Credit Department.

Business Terms:

- These rates are only valid for the above-mentioned period & subject to force majeure changes.
- The above Room Rates are subject to applicable Government Taxes (The bed tax is currently 5% and the General Sales Tax is 15% which will be applied after the inclusion of the 5% bed tax in the room rate) per room per night
- Rooms are subject to availability
- Hotel Check-in time is after 1400 hours and Check-out time is before 1200 hours. Any early arrival or late check-out shall be subject to respective charges and subject to availability.

The acknowledgment of the above arrangements and conditions is mandatory. Looking forward to welcoming you and your guests to The Margala Islamabad.

Thank you & Best Regards,

Faheem Raza

E.A.M (In charge Sales)
The Margala, Islamabad