

HOTEL ACCOMMODATION DETAILS FOR ABU DELEGATES

[MOUNT LAVINIA HOTEL - COLONIAL ELEGANCE BY THE SEA](#)

1. Room Rates

- **Single Room (Bed and Breakfast):** LKR 25,000.00
 - **Double Room (Bed and Breakfast):** LKR 28,000.00
 - **Agreed exchange rate for billing:** 1 USD = LKR 300.00
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2. Reservation Procedure

- **Contact Department:** Reservations
 - **Telephone:** +94 112 711 711
 - **Email:** reservation@mountlaviniahotel.com
 - Please use the subject line “**Care of CADP**” in all communications to ensure priority handling.
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3. Payment Method

- Payments are to be made via **bank transfer**.
 - A **50% deposit** is required to confirm the booking.
 - The remaining **50% balance** must be settled upon arrival.
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4. Check-in and Check-out Times

- **Standard check-in time:** 2.00 p.m.
 - **Standard check-out time:** 11.00 a.m.
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5. Early Check-in and Late Check-out Policy

- Early check-in and late check-out are subject to room availability and must be requested in advance.
- **Late check-out until 6.00 p.m.:** A charge of 50% of the room-only rate will apply.
- **Late check-out after 6.00 p.m.:** A full-night charge (100%) will apply.

6. Cancellation Policy

- **Cancellation 45 days or more before arrival:** A full refund of the 50% deposit will be issued.
- **Cancellation within 45 days of arrival, date modification within 45 days, or no-show:** The 50% deposit will be forfeited.

7. Extension of Reservation Period

The reservation period with discounted rate for is until **10 November 2025** for the ABU CADP2025 delegates. After that period the rooms can be booked with the regular rates of the Hotel.

8. Alternative Accommodation

The hotel is offering **special rates for event delegates**, but participants are also welcome to **arrange their own accommodation** at nearby hotels of their choice.