**HOTEL RESERVATION FORM**

**[HOTEL NAME]**

[Address, CITY STATE ZIP Code]

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BOOKING DETAILS** | | | | | | | | | | | | | | | |
| Last name (Mr./Mrs./Miss): |  | | | | | | | | First name: |  | | | | | |
| Date of birth: |  | | | | | | | | Nationality: |  | | | | | |
| Arrival date: |  | | | | Flight number: | | | |  | Time: | |  | | | |
| Departure date: |  | | | | Flight number: | | | |  | Time: | |  | | | |
| **GUEST DETAILS** | | | | | | | | | | | | | | | |
| Passport number: |  | | | | | | | | Date of issue: |  | | | | | |
| Title: |  | | | | | | | | Company name: |  | | | | | |
| Address: |  | | | | | | | | | | | | | | |
| City/State: |  | | | | | | | | Country: |  | | | | | |
| Zip/Postal code: |  | | | | | | | | Email: |  | | | | | |
| Telephone: |  | | | | | | | | Fax: |  | | | | | |
| **PLEASE RESERVE -** Please tick the appropriate boxes for your service | | | | | | | | | | | | | | | |
| Room rates | | | | | | | | | | | | | | | |
| **Room Type** | | | | | **Single occupancy** | | | | | **Double Occupancy** | | | | **Benefit Included** | |
|  | | | | |  | | | | |  | | | |  | |
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|  | | | | |  | | | | |  | | | |  | |
| ***Preferences:*** Smoking King-size Bed Twin bed | | | | | | | | | | | | | | | |
| *Limousine Service* - Hotel limousine service is chargeable at USD 58.00++ per car per way (4 - 16 seaters). Service must be booked in advance. | | | | | | | | | | | | | | | |
| Pick up Yes | | |  | No | |  | | Number of persons | | | | | | | |
| Drop off Yes | | |  | No | |  | | Number of persons | | | | | | | |
| *Payment Method:* All charges will be paid by guest own account | | | | | | | | | | | | | | | |
| *Other Special Request:* Special menu, etc. | | | | | | | | | | | | | | | |
| RESERVATIONS GUARANTEE - Credit card with expiry date is required upon making reservation | | | | | | | | | | | | | | | |
| **Credit Card Type** | | American Express | | | | | Master Card | | | | JCB | | Diners Club | | Visa |
| Credit Card No: | |  | | | | | | | | | | | Expiry Date: | |  |
| Card Holder’s Name | |  | | | | | | | | | | | Signature: | |  |

# Check-in / Check-out

* Check-in: check-in is at 1400 hours.
* Rooms required before 1400 hours on the day of arrival on confirmed basis must be pre-blocked. An additional one (1) night room charge will be levied.
* Check-out: check-out is at 1200 hours. All late check-outs are arranged based on availability and need to be confirmed by contacting the Front Desk directly.
* All reservations must be made on the official Hotel Reservation Form.
* Full credit card details (number and expiry date) and flight details are required to guarantee your reservation.

# Early departure / No show penalty

A penalty charge will be applied to personal accounts of equivalent to total room night charges blocked and confirmed, under the following situations:

* Bookings made with early departure from the earlier check out date confirmed when making the reservations.
* Bookings made with “no show” at the hotel

# Remarks

* The above rates are quoted in USD and subject to 15.5% service charge and government VAT
* Please be advised that bed type and smoking preference are subject to room availability upon arrival
* Please send the completed form with your signature directly to the Hotel via **EMAIL** and copy **EMAIL.**