

HOTEL ROOM RESERVATION REQUEST FORM (M&A FORUM 2016)

1. YOUR DETAILS :

Surname:	First name:
Job title:	Organisation:
E-mail:	Your contact:

2. ACCOMMODATION/ AIRPORT TRANSFERS:

I would like to book as follows:

Single Superior Room at **Sofitel Saigon Plaza at VND 3,105,000 nett per night.**

Single Luxury Room at **Sofitel Saigon Plaza at VND 3,565,000 nett per night.**

Single Luxury Club Room at **Sofitel Saigon Plaza at VND 4,715,000 nett per night.**

The room price is quoted in VND per room per night for single occupancy, including 5% service charge and 10%VAT.

Preferences: Smoking Non-Smoking King Bed Twin Bed *(On request and subject to availability)*

Dates of stay and flight information:

Arrival Date: _____ Flight Number: _____ Arrival Time: _____

Departure Date: _____ Flight Number: _____ Departure Time: _____

Airport pick-up: YES / NO Mercedes-Benz E250 at VND1,100,000++ per way

Airport drop-off: YES / NO Mercedes-Benz E250 at USD1,100,000++ per way

Special Requirements *(if any)*: _____

3. PAYMENT:

Name of Credit Card:	
Guaranteed to Credit card number:	
Type of Credit Card:	
Expiry Date:	

Please note:

- Official Check in time is at 14:00 hours. If you wish to guarantee early availability of your room before 14:00 hours, you should reserve your room the night before at an additional night's charge by indicating this on the form. Otherwise, early arrivals are subject to availability upon check in.
- Official Check out time is at 12:00 hours. Use your room from 12:00 to 18:00 hours can be arranged and confirmed at 50% of the agreed room rates. Full day's rate will be chargeable for use of room beyond 18:00 hours.
- Credit card details / deposit is required to guarantee your reservation.
- A penalty charge for all room nights reserved shall be levied for any no shows.
- For guaranteed reservations, the room will be held for the late arrival.
- A cancellation number is given out whenever cancellation is made. Please take note of this number for reference regarding cancellation of guaranteed reservation.

4. CONFIRMATION (To be completed by the hotel):

Your booking is confirmed as requested. Confirmation no.: _____
Confirmed by: _____ Date: _____

Please send this form to:

Ms. Nguyen Son Ha – Sales Manager (MICE) – email: H2077-SL10@sofitel.com
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