



ROOM RESERVATIONS REQUEST FORM

To help us offer you the best possible service, kindly complete the form and email to Reservations at email address H7090@accor.com prior to **Sunday, September 10, 2017.**

1. Personal details of Guest 1

First Name	
Last Name	
Le Club card number/ Membership Type	
Date of birth (DD/MM/YY)	
E-mail Address	
Contact Number	
Passport No./ Expiry Date (Please present upon check-in)	
Country/Mailing Address/ Postal Code	

- All room rates are inclusive of 10% service charge, 12% VAT and 0.925% local city tax mandated by the government
- All rooms can accommodate a maximum of two (2) adults
- Special room rate of **USD 130.00 (EXTRA NIGHT)** is valid two-days before and two-days after the conference proper and are subject to room type availability at time of booking.

3. Flight Details:

GUEST 1	Flight No./Terminal No.	Time
Arrival Date :		
Departure Date:		
GUEST 2	Flight No./Terminal No.	Time
Arrival Date :		
Departure Date:		

Personal details of Guest 2 (room sharing)

First Name	
Last Name	
Date of Birth (DD/MM/YY)	
E-mail Address	

4. Room preference subject to availability at check in:

<input type="checkbox"/> Smoking Room	<input type="checkbox"/> Two Separate Double Beds
<input type="checkbox"/> Non Smoking Room	<input type="checkbox"/> King Size Bed

2. Please specify the room type:

Room Type	Date/s of Stay	Room Rates USD
Superior Room – Single 1 Night Package		USD 240.00 Nett
Superior Room – Double/ Twin 1 Night Package		USD 240.00 Nett
Superior Room – Single 2 Night Package		USD 370.00 Nett
Superior Room – Double/ Twin 2 Night Package		USD 370.00 Nett
Superior Room – Single 3 Night Package		USD 500.00 Nett
Superior Room – Double/Twin 3 Night Package		USD 500.00 Nett

5. Guarantee Details to be used to secure the reservation:

Credit Card Type	
Credit Card No. (16 Digits)	
Expiry Date	
Cardholder's Name	
Cardholder's Signature	

Cancellation should be received on or before **31st of August 2017.**

All confirmed reservations as of 31st of August 2017 will be charged 100% of the total room rate and booking is no longer cancellable. In case of non-arrival, full stay rate will be charged.

6. Check-in/Check-out (Local Time):

The Hotel's check in time is 2:00pm and check out time is 12:00 noon. Additional charges may apply to early check-in and late check-out and are subject to availability. Check-out from 6:00pm will incur a full night charge at the room rate quoted.

7. Deposit:

Front Desk will request upon check-in an additional guarantee through the guest's Credit Card of PHP 2,000.00 / USD 40.00 per day to cover incidental charges to be refunded accordingly at check-out time.

- **1 Night/ 2 Nights/ 3 Nights Package Rate is valid until September 10, 2017** Surcharge of USD 20.00 or Php 1,000 Nett per room per night applies for booking made from September 11, 2017 onwards.
- **1 Night/ 2 Nights/ 3 Nights Package Rates are inclusive of:**
 - ✓ Buffet Breakfast at the Food Exchange Manila
 - ✓ Wi-Fi in the guest room
 - ✓ Scheduled 2-day Round Trip Drop Off and Pick-up during the AMIC 25th Annual Conference on September 27-28, 2017 only
 - ✓ Round Trip Airport Transfers

Thank you for completing our Guest Profile.

We wish you an enjoyable journey and look forward to welcome you at the Novotel Manila Araneta Center!