

Asia Law / The 7th Annual Asia-Pacific In-house Counsel Submit

Hotel Reservation Form

Kowloon Shangri-La Hotel, Hong Kong, 15 – 17 March 2010

New Booking Amendment Cancellation

To: Ms Jacqueline Chan	From:
Company: Kowloon Shangri-La Hotel, Hong Kong	Company:
Tel: +852 2733 8876	Tel:
Fax: +852 2311 2023	Fax:
E-mail: jacqueline.chan@shangri-la.com	E-mail:

Guest's Information

Mr / Ms / Dr	_____	_____
	Last Name	Given Name
Company Name	_____	
Company Address	_____	
Zip/ City Code	_____	Country

Reservation Requirements

Room Type	<input type="checkbox"/> Deluxe Harbour View Single Room at HKD2,150.00 per room per night basis			
(Please <input checked="" type="checkbox"/>)	All rate quoted above is			
	• Subject to 10% service charge			
Date in:	_____	Date out:	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Arrival	_____	Flight Number	_____	Airport Transfer
	Date		ETA	
Departure	_____	Flight Number	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Date		ETD	Airport Transfer
Airport transfer is chargeable at HKD690.00 net per car per way.				

Guest's Preference

<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking
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Payment Instructions

<input checked="" type="checkbox"/> All charges on guest's own account	
All reservations must be guaranteed with valid credit card for room reservation confirmation.	
a) Cancellation made less than 48 hours prior to arrival will be subject to full cancellation for each night cancelled.	
b) Any shortening of stay advised less than 24 hours prior to arrival will be charged for each room night cancelled.	
c) Any NO SHOWS on the day of arrival will be subject to a penalty for the full period and the space for the subsequent nights will be released.	
Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Diners Club <input type="checkbox"/> JCB
Credit Card Number:	_____ Expiry Date _____
Card Holder's Name	_____
Signature:	_____ Date _____

Remarks: -

All reservation forms to be submitted by 22 February 2010 after which rooms will be subject to availability at the prevailing Best Available Rate.

Hotel Confirmation

Room Rate	Confirmation Number	Confirmed by	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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