

RESERVATION FORM

**American Chamber
December 9-12, 2017**

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 Type	Room rates				
	Single occupancy	Double occupancy	Benefit Included		
Deluxe	VND 4,370,000++/room/night	VND 4,715,000++ /room/night	Buffet breakfast, Internet Access		
Preferences:	Smoking <input type="checkbox"/>	Non-smoking <input type="checkbox"/>	King-size bed <input type="checkbox"/>	Twin bed <input type="checkbox"/>	
Limousine Service: VND 1.334.000++ per car (4 seats or 16 seats) per way					
Pick up	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number of persons		
Drop off	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number of persons		
Payment Method:	All charges will be paid by guest own account				
Other Special Request:					
RESERVATIONS GUARANTEE - Credit card with expiry date is required upon making reservation.					
Credit card type	American Express <input type="checkbox"/>	Diners Club <input type="checkbox"/>			
	Master Card <input type="checkbox"/>	Visa <input type="checkbox"/>			
	JCB <input type="checkbox"/>				
Credit card No.:			Expiry date:		
Card holder's name:			Signature:		
TERMS & CONDITIONS					

Check In / Check Out

- Check-in: check-in is at 1500 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. The following late check-out charges applies accordingly:

- + From 1:00 pm to 6:00pm: 50% of one night room rates
- + From 6:00 pm onwards: 100% of one night room rates

Reservation

- All reservations must be made **latest by October 30, 2017**. After this date, any additional room request will be subject to room and rate availability upon request
- 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 / Booking cancellation 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
- Any cancellation made after confirmation will be applied cancellation charge for full booking period.
(Space for subsequent nights will be released for resale at the hotel's discretion)

Remarks

- The above rates are quoted in VND and subject to 5% service charge and 10% VAT
- The above rates are extended specifically for this event **from December 9, 2017 to December 12, 2017 only**
- Please be advised that bed type and smoking preference are subject to room availability upon arrival

Please send the completed form with your signature.

Please send directly to the Hotel via resvn@icsaigon.com and copy events2@icsaigon.com