



## HOTEL RESERVATION FORM

FOR

**E-LEARNING FORUM ASIA 2019**

**MAY 29 – 31, 2019**

All participants should fill in this form using capital letters, return it via E-mail **by April 26, 2019** to the **Pathumwan Princess Hotel** directly and send a copy to the Organizing Team at the following addresses.

**Pathumwan Princess Hotel**

Ms. Iksanee Ngamwilaiphorn / Sales Coordinator – MICE & Event

Email: [iksanee@mbk-ht.com](mailto:iksanee@mbk-ht.com) Tel: + 66 2216 3700 ext. 20613

Cc. Email: [cherdsuk@mbk-ht.com](mailto:cherdsuk@mbk-ht.com)

GENERAL INFORMATION		
Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Others (Please specify)	
First Name		
Last Name		
Contact Address/ Billing Address		
	Phone:	Fax:
	E-mail:	
HOTEL BOOKING		
Arrival Date:	Arrival Time:	Flight No:
Departure Date:	Departure Time:	Flight No:
Check-in Date:	Check-out Date:	Total ..... nights
Number of Rooms Required:		
Sharing Room with: _____		

Details of Room Required	Rate (Thai Baht)	Extra Bed
<b>Superior Room</b> (sized 34 sq.m.) <div> <u>1 person :</u>  <input type="checkbox"/> Single           </div> <div> <u>2 persons :</u>  <input type="checkbox"/> Twin (2 separate beds)  <input type="checkbox"/> Double (king bed)           </div>	Single at THB 3,500 nett/room/night Twin/Double at THB 3,800 nett/room/night	1,500.- net / bed / night

**NOTE:**

- Pathumwan princess is a non smoking hotel
- The rates are quoted in Thai Baht net, / room, / night including daily breakfast at CiTi BiSTRo restaurant from 06:00-10:30 hrs.
- The rates are inclusive of 10% service charge and 7% Government Tax.
- **No guaranteed for bed type, all special requirements subject to room availability upon arrival date.**
- **No booking will be accepted without credit card details or one night deposit. In case of no show for a guaranteed booking, one night's deposit will be charged.**

**PAYMENT:**

- **All expenses must be settled by Cash or Credit card upon departure by Guest's account**
- **Please note that the reservation must be guaranteed by credit card whereas the full amount will be charged on the check-out date.**

PAYMENT: CREDIT CARD			
Credit Card	<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERS <input type="checkbox"/> OTHERS.....
Credit Card No.		Expiry Date	
Card holder Full Name			
Card holder Signature			
CVV No. (last 3 digits on the signature bar)			
Total Payment (THB)			

**ROOM BLOCK UTILIZATION & POLICY:**

**Check-in/Check-out Time**

**Check-in time** is 15:00 hrs on the day of arrival. We will make every effort to accommodate arrivals prior to this time. The Hotel should be advised prior to early arrivals of VIP's for separate arrangements. Should guests prefer to ensure that all guest rooms will be ready prior to an early arrival, the hotel suggests that rooms are reserved for the day before. The room charge will be based on a daily group room rate.

**Check-out time** is noon time 12:00 hrs.

**Remark:**

- For early check in, Extra charge will be 1 night charge as per contracted rate and subject to space availability.

**Check-out time** is at noon on the day of departure. Late check-out is subject to space availability.

- Late check-out till 18:00hrs. is at THB 2,200.-/room/night and subject to space availability.
- Late check-out after 18:00hrs. is equivalent to a 1 night charge as per contracted rate and subject to space availability

**Remark:**

- In case of early departure, the Hotel will charge the Guest the entire reserved stay plus tax and service charge.
- No Show Charge, the Hotel will charge the Guest 100% of the entire reserved stay plus tax and service charge.

**Cut-off date**

Cut-off date from the room booking is **on April 26, 2019** , Booking received after this date will be subject to availability at the time of request and different rates may prevail

**Cancellation and Penalty Policy:**

- More than 30 days prior to arrival: No penalty charge will be applied
- Within 30-16 days prior to arrival: 80% of the estimated total room and function revenue
- Within 15 days prior to arrival: 100% of the estimated total room and function revenue

**Remarks: All reservation must be guaranteed by credit card.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NO BOOKING WILL BE ACCEPTED WITHOUT CREDIT CARD DETAILS OR ONE NIGHT-DEPOSIT. IN THE EVENT OF NO-SHOW FOR A GUARANTEED BOOKING, ONE NIGHT'S DEPOSIT WILL BE FORFEITED.