

**ROOM RESERVATION FORM**  
**Event: 15<sup>th</sup> VOGP 2013 of CMT – Centre for Management Technology**

NEW RESERVATION     AMENDMENT     CANCELLATION

**GUEST INFORMATION**

Name : Mr/Mrs/Ms/ \_\_\_\_\_  
 Company Name : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_ Fax No. \_\_\_\_\_  
 E-mail : \_\_\_\_\_  
 Arrival Date : \_\_\_\_\_ Flight/Time \_\_\_\_\_  
 Departure Date : \_\_\_\_\_ Flight/Time \_\_\_\_\_  
 Airport Transfers :  One Way     Roundtrip

BMW 5301 : VND 500,000++ per car per way (maximum 2 persons per car)  
 Toyota Innova : VND 400,000++ per car per way (maximum 2 persons per car)

Room	Room rate Single	Room rate Double	No. of Rooms	No. of persons	Room Preference/s
Deluxe	VND 2,500,000	VND 2,900,000			
Executive Club*	VND 3,000,000	VND 3,400,000			

- All above rate is on a per room per night basis, subject to 5% service charge and 10% Value Added Tax.
- Rates are inclusive of breakfast and internet
- Room categories are subject to the availability at the time of reservation.

**The new and enhanced Executive Club benefits and services include:**

- Personalized express check-in & check-out
- Complimentary internet access throughout the hotel
- Choice of breakfast either at the Executive Club Lounge or International Buffet Breakfast at Café Saigon, served from 6:30am to 10:30am, Mondays to Fridays and 7:00am to 11:00am on weekends and holidays
- 20% discount on all Spa treatments at Kinetic Gym and Wellness Studio
- Free use of Executive Club Lounge computers with broadband internet access\*
- 20% discount when dining at Café Saigon or Lotus Court restaurants
- Free use of Executive Club Boardroom for two (2) hours per stay\*
- 24-hour IT Butler Service
- Complimentary pressing service and complimentary upgrade to express laundry service at regular laundry prices
- Unlimited local calls from in-room phone free of charge
- Complimentary services at the Executive Club Lounge :
  - Afternoon tea and snacks (3:00 p.m. – 5:00 p.m.)
  - Hors d'oeuvres and happy hour cocktails (5:30 p.m. – 7:00 p.m.)
  - All day coffee, tea, soft drinks and fruit juices
- Exclusive access to a comprehensive selection of local and international publications

*\*Subject to availability*

- Executive Club Lounge privileges are extended to one (1) visitor accompanied by the Executive Club guest (may be applied to breakfast, afternoon tea, or evening cocktail service)

I/We agree to guarantee this reservation by credit card listed below:

Credit Card Type	Credit Card Details
<input type="checkbox"/> AMEX <input type="checkbox"/> DINERS <input type="checkbox"/> MASTER <input type="checkbox"/> VISA <input type="checkbox"/> OTHERS: _____	Credit Card Number: _____  Expiry Date: _____

**Terms and Conditions**

In the event of any cancellation 7 days prior to arrival date or no-show on the scheduled arrival day, one night room charge will be charged to the specified credit card.  
 Confirmation of the room request will be notified by return fax/email of this reservation form.

**RESERVATION DEPARTMENT USE ONLY**

Entered by: \_\_\_\_\_ Date / Time: \_\_\_\_\_  
 Confirmation No.: \_\_\_\_\_  
 Checked by \_\_\_\_\_ Date / Time \_\_\_\_\_