



SAIGON CENTRE

RESERVATION FORM FOR ACCOMMODATION
CENTRE FOR MANAGEMENT TECHNOLOGY
9-11 March 2015

Guest name: Mr./Mrs./Prof./Dr./Ms.
Position: Company
Email: Tel:

Table with 2 columns: Room type, and two options: Single Superior/Twin/double Superior and Single Executive/Twin/double Executive, with checkboxes for Smoking and Non smoking.

Arrival (Date/Time) Flight No:
Departure (Date/Time) Flight No:

Room rate:

Table with 4 columns: Room type, Single, Double/Twin, Currency. Rows for Superior and Executive rates.

Rate is inclusive of:

- ❖ Daily buffet breakfast at the Square restaurant
❖ Free wireless and cable internet
❖ Free access to fitness (24 – hour access to gym)
❖ Sauna and swimming pool (open from 6AM to 10PM)
❖ Complimentary in-house Tea/Coffee making facilities
❖ Complimentary 02 bottles of mineral water daily
❖ LED TV with international cable channels
❖ In – room safe, minibar, IDD telephone line with message alert
❖ Bathroom with transitional glass, hairdryer, rain shower
❖ Free access to Executive lounge for guests staying in Executive lounge

Confirmation:

- This Reservation Form is only accepted and will be considered as the hotel confirmation with the Hotel's acknowledgement.
• Cut-off date: Booking should be sent to Hotel before 10th February 2015.
Any booking have required after the cut- off date will be subject to room availability & at negotiated rate

Important Notes:

- All rate is subject to 5% service charge and 10% VAT
• Check in time is 2PM Check out time is 12.00 noon. Any requests for early check in or late check-out are subject to availability. Surcharge for early check-in and late check-out would be applied.
• Should you wish to cancel booking, please advise us 24hrs prior to the arrival day. Otherwise, full charge of the stay will be applied for cancellation charge or no show.
• The cancellation fee will be automatically charged on the credit card provided and will be considered as a penalty fee and the hotel has the right to release the rooms for other guests.
• Cancellation and/or revisions will not be accepted by telephone

Airport pick up/transfer:

Table with 3 columns: Route, 4 or 7 seats - Toyota, 16 seats - Toyota. Rows for Pick up and Drop off with YES/NO checkboxes and prices.

I hereby agree to guarantee the booking as above mentioned by my credit card.
Type of credit card: Credit Card Number:
CCV number: Expire date:.....

Cardholder's Signature
Date:

Confirmed by the Novotel Saigon Centre