



MARRIOTT  
TOKYO

## Accommodation Reservation Request Form for Centre for Management Technology Conferece May 2017

Special Group Rate: JPY26,000 (single/double) \*excludes 10% svc & 8% taxes

This special Rates apply for stay from May 15th 2017(Mon) – May 18th 2017 (Thurs)

Name of the Guest (s) per room:

1	Mr / Ms	
2	Mr / Ms	

No. of Guest (s)      Adult: \_\_\_\_\_      Child: \_\_\_\_\_

Check-In Date:      MM      DD      YY      Arrival Flight: \_\_\_\_\_

Check-Out Date:      MM      DD      YY \_\_\_\_\_

Breakfast Required (JPY3,370 per person)	Yes	No
Smoking or Non Smoking Request (please circle)	Smoking	Non-Smoking
Bed Type Request (please circle)	King	Twin

*\* Smoking/Non-smoking and bed type are subject to availability*

E-mail (confirmation will be sent): \_\_\_\_\_

\* Please fill in and return back the form to Group Reservation  
([group-reservation@tokyo-marriott.com](mailto:group-reservation@tokyo-marriott.com)) by April 14th 2017 (Fri)

Confirmation No.: \_\_\_\_\_

Name: \_\_\_\_\_

(For hotel use)

**Tokyo Marriott Hotel (sales office)**  
 Address: 7-36, Kita-Shinagawa 4-Chome, Shinagawa-ku, Tokyo 140-0001 Japan  
 TEL: 81-3-5488-0234      FAX: 81-3-5488-3903  
 HP: <http://www.tokyo-marriott.com/>  
 E-mail: [kumiko.imamura@tokyo-marriott.com](mailto:kumiko.imamura@tokyo-marriott.com)



## CREDIT CARD AUTHORIZATION FORM

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

I, \_\_\_\_\_, (print card holder's name) authorize Tokyo Marriott Hotel to apply the charge's of (print guests name) \_\_\_\_\_ to my credit card.

Dates Arrival: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Department: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Credit Card Type:

MASTER CARD  VISA  AMERICAN EXPRESS

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expired Date: \_\_\_\_\_

I understand that I am responsible for all charges incurred on this account, as specified:

- Room and tax only (Guest must pay all incidental charges.)
- Room, tax, and fax/ phone charges (Movies/games are blocked.)
- ALL charges (Room, Phone, fax, movies, games, etc.)
- Other charges: \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

CARDHOLDER'S NAME: \_\_\_\_\_ (Please Print)

Accompanying this completed document you must include a legible photocopy of:

- Front of credit card
- Back of credit card
- Valid ID including 1 of the following: driver's license or passport