



**To :** Pan Pacific Hanoi **From (Name) :**  
**Address :** 01 Thanh Nien Road, Ba Dinh, Ha Noi, Viet Nam **Company :**  
**Attn :** RESERVATIONS **Address :**  
**Fax :** 84 4 3829 4283 or 3829 3888 **Fax :**  
**Tel :** 84 4 3823 8888 / Ext: 5220, 5221 or 5222 **Tel :**  
**Email :** [reserve.pphan@panpacific.com](mailto:reserve.pphan@panpacific.com) **Email :**  
**Cc :** [camellia.dinh@panpacific.com](mailto:camellia.dinh@panpacific.com)

**ROOM RESERVATION FOR CENTRE FOR MANAGEMENT TECHNOLOGY  
CONFERENCE  
24-25 OCTOBER 2017**

New  Amendment  Cancellation

- A. VND 2.990.000++/Deluxe single room per night include breakfast (Group Rate)
- B. VND 3.105.000++/Deluxe double room per night include breakfast (Group Rate)

Additional buffet breakfast for double occupancy will be added: VND 345.000++ per person per day and V for Club and Suites  
 Prices are subject to 5% service charge and 10% VAT

Salutation (Mr, Mrs, Ms)	Guest Name & Job Title	Arrival Date	Arrival Flight	Departure Date	Departure Flight	Room Type	Room Rate

Single room  Double room  Twin room (Two beds)  Smoking  Non smoking

Special Request \_\_\_\_\_

**Airport Transfer Services:**

- Airport pick up  Airport drop off (Please confirm your hotel departure time with the concierge one day prior to departure)
- VND 1.725.000 nett/way Limousine each way (max 2 persons)  VND 1.380.000 nett/way / Toyota Camry each way (Max 2 persons)  VND 1.495.000 nett/way / Van each way (Max 5 persons)



**Credit Card Details:**

Card Type: \_\_\_\_\_ Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Full Name: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

(As it appears on credit card)

**Payment:**                      **All charges to be settled upon check-out.**

**Booking Conditions:**

- Hotel check-in time: 2.00pm & Hotel check-out time: 12.00noon
- Individual room type is subject to availability at time of reservation.
- Limited rooms available in each room type category.
- The quoted rates apply for 3 days prior/after the event date.
- Bookings will not be accepted without full credit card details or bank transfer verification.
- **Booking deadline on 09 October 2017.** Bookings made after **09 October 2017** will be subject to the best available rate of the day base on room availability and the rate quoted may not apply.
- Room rates are quoted in Vietnam Dong, subject to 5% service charge and 10% VAT.
- Bookings cancelled after **18:00 hrs 16 October 2017** or bookings that fail to arrive will be charged 100% of room charges to the credit card provided.
- Early check in before 9.00am: one more night charge.
- Late checkout from 15.00-18.00: 50% of one night charge. After 6pm: one night charge
- By signing this form means that you agree to these booking conditions.

**Confirmation (Hotel use only)**

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

Booking confirmed by: \_\_\_\_\_

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

Confirmation #: \_\_\_\_\_

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