

# NOVOTEL

Novotel Saigon Centre

## HOTEL RESERVATION FORM

### Centre for Management Technology GROUP

28 Nov – 30 Nov, 2023

\*\*Please submit this form latest by **21 November, 2023** for room reservation.

Any booking later than that shall be subject to room availability. Rate offer is subject to be changed.

Company: .....

Guest name: .....

Email: ..... Tel: .....

Single room  Double room  Other

Smoking  Non smoking

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

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

#### Room rate:

Room type	Single	Double/twin
Superior	VND 2,520,000 ++/room/night	VND 2,896,000 ++/room/night
Executive	VND 3,219,000 ++/room/night	VND 3,595,000++/room/night

#### Superior Rate is inclusive of:

- Daily breakfast at the Square restaurant on 2F.
- Free wireless and cable internet.
- Welcome drink upon check-in.
- Free access to fitness (24 – hour access to gym).
- Steam bath & 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.

#### Executive Rate is inclusive of:

- Superior benefits
- Espresso machine
- Iron and iron board
- Exclusive access to Executive private dedicated lounge (19th floor)
- Express Check In/ Check out services
- Evening snacks, finger food, and drinks
- Tea, coffee, refreshment throughout the day
- Complimentary usage of meeting room at the Premier Executive lounge
- Complimentary 02 pieces of laundry per room per day

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### **Confirmation:**

• This Reservation Form is only accepted and will be considered as the hotel confirmation with the Hotel's acknowledgement.

### **Important Notes:**

- The above rates are exclusive of 5% service charge and then 8% 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 3 days prior to the arrival date. 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.
- Refurbished rooms will be arranged (subject to availability upon check-in)

### **Airport pick up/transfer:**

Route	7 seats - Toyota
Pick up: ( ) YES ( ) NO	( ) VND 889,000++
Drop off: ( ) YES ( ) NO	( ) VND 889,000++

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

Novotel Saigon Centre

***Please complete and return this form by Email***

**Novotel Saigon Centre - Reservation: [H7965-RE@accor.com](mailto:H7965-RE@accor.com) Tel: 84-28-3822 4866 ext 1354/ 1356**