

RESERVATION FORM
FOBISIA Teachers' Conference 2015
17th – 18th October 2015

PLEASE FILL IN GUEST INFORMATION:

1st GUEST NAME: Mr. / Mrs. / Ms. _____

2nd GUEST NAME: Mr. / Mrs. / Ms. _____

ADDRESS _____

TEL # _____ FAX # _____ E-mail _____

ARRIVAL DATE _____ DEPARTURE DATE _____ # Night _____

ARRIVAL TIME _____ FLIGHT #. _____ DEPARTURE TIME _____ FLIGHT # _____

ROOM RATE:

_____ **Deluxe Room:** **Single/Double Baht 4,000 Net**
_____ **Third person:** **Baht 1,600 Net per person per night, incl. breakfast**

- The above rates are quoted in Thai Baht, per room, per night
- The above rates are inclusive of daily breakfast
- The above rates are inclusive of 10% service charge and 8.7% prevailing tax.
- The above rates are applicable for 3 days pre & post stays from main group date

SPECIAL REQUESTS: ___ Non Smoking ___ Smoking ___ KING BED ___ DOUBLE BED

OTHERS: _____

AIRPORT TRANSFER:

_____ Limousine Service at THB 1,400 net per car per way, maximum 3 persons

_____ Van Service at THB 1,500 net per van per way, maximum 7 persons

(Price is subject to change without prior noticed)

CREDIT CARD GUARANTEE (required):

Cardholder Name _____ Credit Card Type _____

Card Number _____ Expiry Date _____

The copy of front and back of credit card is required with the authorised signature by the card holder as a guaranteed method. Please kindly fill the credit card details for the hotel reference.

MARRIOTT REWARDS:

Marriott Rewards Member Name _____

Marriott Rewards account number _____

CHECK IN AND CHECK OUT TIMES:

Check-in time is 2:00 PM, check-out time is 12:00 PM. Guests arriving before 2:00 PM can store their luggage with our bellman until a room becomes available.

For early arrivals, we suggest that rooms are reserved for the day prior to arrival.

A 50% charge of the group rate will apply for late check-out (up to 4:00 PM). After 4:00 PM, the full rate will be applied. Late check-out is based on availability.

EARLY DEPARTURE FEE:

In the event a guest who has reserved a room within your block checks-out prior to the guest's reserved check-out date, the hotel will add an Early Departure Fee equivalent to your agreed room rate to the individual account. Guests wishing to avoid an early check-out fee should advise the hotel 72 hours prior to their arrival, of any changed in the original length of stay.

NO SHOW:

Any room reservations confirmed, and not claimed before 24 hours of arrival date (No Show), will be cancelled and billed to your attention for the duration of the reserved stay.

CANCELLATION:

Any room reservations must be cancelled 60 days prior arrival date. Late cancellation, full stay rate will be charged.

METHOD OF BILLING:

Individual guests will be responsible for

- Accommodation
- Incidentals

All expenses to be settled prior departure by cash or credit card.

RESERVATION METHOD:

Please complete the form and send email to our Reservation department

Reservation email:

sasikalya.k@renaissancehotels.com **and/or** pichaya.p@renaissancehotels.com

Remark: Reservation must be made by **September 15, 2015**. Reservation after **September 15, 2015** will be subject to hotel room availability and the best available room rate will be applied.