

RESERVATION FORM

**FMM “Business Best Practise Seminar”
6th December 2018**

Deadline: Date / Cut-off Date: 30th November 2018

GUEST DETAILS

Last Name	First Name	<input type="checkbox"/> Sharing with:	Airport Transfer From /To KLIA (RM275.00Nett/car/way)	
Contact Number			<input type="checkbox"/> Pick Up <input type="checkbox"/> Drop Off <input type="checkbox"/> Roundtrip	
Email Address				
Company Name	Flight Details (24:00hrs)			
Arrival Date	Arrival Flight No		ETA	
Departure Date	Departure Flight No		ETD	

- A surcharge of 50% will be levied for transfer between 12.00am to 6.00am and the rate transfer is subject to change

ROOM CATEGORY

Room Category	Room Rates		No. of Room/s	No. of Adult/s
	Single [RM]	Double [RM]		
Superior Room	345.00nett	365.00nett		
Deluxe Room	375.00nett	395.00nett		
Club Deluxe	460.00nett	480.00nett		
Exec Suite	800.00nett	820.00nett		

**Price Subject to change without any prior notice*

- Room rates quoted are inclusive of Breakfast for all rooms category
- Free wireless broadband access [Throughout Hotel premises]
- Complimentary parking offered for in-house guest
- Above rates are only applicable during the above event only, 3 days prior and 3 days after the event.
- Subject to on-day availability.

PREFERENCE

<input type="checkbox"/> King Size Bed	<input type="checkbox"/> Twin Bed	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> Smoking
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- Subject to on-day availability

ROOM GUARANTEE METHOD

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTER	<input type="checkbox"/> AMEX	<input type="checkbox"/> DINERS	<input type="checkbox"/> JCB
Credit Card no	Expiry Date	Security Code	Card Holder's Name	

- In order to confirm your room booking, credit card details are required upon reservation.
- The hotel will charge one room night to the above credit card. A confirmation email will follow subsequently.**

TERMS AND CONDITIONS

- Official check-in time is 1500hrs and check out time is 1200hrs.
- Full-day surcharge will be applicable for guests arriving to check in between 0001 hours to 1500 hours.
- Late check-out shall be chargeable at 50% of room rate after 1200 hours but before 1600 hours. Full rate is chargeable for departures after 1600 hours onwards.
- Any cancellation or reduction of nights to hotel room bookings after **30th November 2018** will result in a late cancellation charge equivalent to full duration of stay. The hotel must be notified in writing for this.
- Full charge of the entire duration of stay will be imposed should there be any no show on day of arrival.
- Any flight changes must be advised at least 24 hours prior to arrival.
- The hotel will charge one room night to the provided credit card. A confirmation email will follow subsequently.**