



IBBM 12TH GRADUATION AND AWARDS CEREMONY SATURDAY, 23 MAY 2009

GROUP RESERVATION FORM

New Booking
 Amendment
 Cancellation
 Repeat Guest

To : Ms Joanna Pang	From : _____
Company : Mandarin Oriental, Kuala Lumpur	Company : _____
Tel No : +603 2179 8631	Tel No : _____
Fax No : +603 2179 8699	Fax No : _____
E-mail : joannap@mohg.com	Email : _____

Guest's Information

Mr / Ms / Dr / Prof	_____	_____	_____
	Last Name		Given Name
Designation	_____	Company Name	_____
Company Address	_____		
Zip/City Code	_____	Country	_____
Passport Number	_____	Nationality	_____
Place & Date of Issue	_____	Date of Birth	_____

Reservation Requirements

Room Type	<input type="checkbox"/> Deluxe City Room at RM480.00++ per room per night basis (room only) <input type="checkbox"/> Daily buffet breakfast at Biba's Café at RM60.00++ per person <input type="checkbox"/> Airport transfers at RM300.00 nett per way (Standard Mercedes Benz, E-Class)				
Arrival	_____	_____	_____	Airport Transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(Date)	(Flight Number)	(ETA)		
Departure	_____	_____	_____	Airport Transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(Date)	(Flight Number)	(ETD)		

Guest's Preference

<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> Any Dietary Preference? If yes, kindly state _____
<input type="checkbox"/> Near the lift	<input type="checkbox"/> Away from lift	<input type="checkbox"/> Any Allergies? If yes kindly state _____
<input type="checkbox"/> King bed	<input type="checkbox"/> Twin bed	<input type="checkbox"/> No Preference

Payment Instructions

<input checked="" type="checkbox"/> All charges on guest's own account		
Please take note: -		
a) All reservations must be <u>guaranteed</u> with valid credit card for room reservation confirmation.		
b) Cancellation made with less than 72-hour notice, the hotel will impose a penalty of a one-night stay charge.		
c) Any No Show, the hotel will impose a penalty of a one-night stay charge. Subsequent night will automatically released for hotel's general sale and any request for rooms will be subject to availability		
Credit Card	_____	_____
	Credit Card Type/Number	Expiry Date
Card Holder's Name	_____	

REMARKS: -
 All room reservation forms must be received by the Hotel latest by 16 May 2009.
 Any room reservation form received after the stated date shall be subject to availability.

Hotel Confirmation

Room Rate	Confirmation Number	Confirmed by	Date
RM480.00++	_____	_____	_____

Extra bed is chargeable at RM90.00++ per bed per night basis
 All rates are quoted in Malaysian Ringgit and are subject to 10% service charge and 5% government tax.
 FORM/Reservation/GroupFaxReservationForm/04-2005
 Revision 0