

## RESERVATION FORM

**AIPN GROUP**  
**8-10 AUGUST 2018**

BOOKING DETAILS					
Last name (Mr/Mrs/Miss):		First name:			
Date of birth:		Nationally:			
Arrival date:		Flight number:		Time:	
Departure date:		Flight number:		Time:	
GUEST DETAILS					
Passport number:		Date of issue:			
Title:		Company name:			
Address:					
City/State:		Country:			
Zip/Postal code:		Email:			
Telephone:		Fax:			
PLEASE RESERVE - Please tick the appropriate boxes for your service					
	<b>Room rates</b>				
<b>Room Type</b>	<b>Single</b>	<b>Double</b>	<b>Benefits Included</b>		
Deluxe	USD170.00+*/room/night	USD185.00+*/room/night	Breakfast(s) & Internet		
<b>Preferences:</b>	Smoking/Non-smoking	King-size bed	Twin bed		
<b>Limousine Service: USD 58.00+ per car (4 seats or 16 seats) per way</b> <b>USD 110.00+ per car (29 seats or 35 seats or 45 seats) per way</b>					
Pick up	Yes/ No	Yes/ No	Number of persons		
Drop off	Yes/ No	Yes/ No	Number of persons		
<b>Payment Method:</b>	All charges will be paid by guest own account. Credit card is requested for booking guarantee				
<b>Other Special Request:</b>					
RESERVATIONS GUARANTEE - Credit card with expiry date is required upon making reservation.					
Credit card type	American Express			Diners Club	
	Master Card			Visa	
	JCB				
Credit card No.:			Expiry date:		
Card holder's name:			Signature:		
TERMS & CONDITIONS					

**Check In / Check Out**

- Check-in: check-in is at 1500 hours. Rooms required before 1500 hours on the day of arrival on confirmed basis must be pre-blocked. An additional one (1) night room charge will be levied

- Check-out: check-out is at 1200 hours. All late check-outs are arranged based on availability and need to be confirmed by contacting the Front Desk directly. The following late check-out charges applies accordingly:  
 + From 1:00 pm to 6:00pm: 50% of one night room rates  
 + From 6:00 pm onwards: 100% of one night room rates

**Reservation**

- All reservations must be made on the official Hotel Reservation Form  
 - Full credit card details (number and expiry date) and flight details are required to guarantee your reservation

**Accommodation Cancellation and No-show Policy**

- Non-guaranteed bookings will be automatically released at 4:00 pm (HCMC local time) of arrival date  
 - Any no show or cancellation made after 4:00 pm (HCMC local time) will be charged 100% room rate.

**Remarks**

- The above rates are quoted in USD and subject to 5% service charge and 10% VAT  
 - The above rates are extended specifically for this event **from [date] to [date] only**  
 - Please be advised that bed type and smoking preference are subject to room availability upon arrival

Please send the completed form with your signature.

Please send directly to the Hotel via [resvn1@icsaigon.com](mailto:resvn1@icsaigon.com) and copy [resvn2@icsaigon.com](mailto:resvn2@icsaigon.com) & [kimthuy.tran@icsaigon.com](mailto:kimthuy.tran@icsaigon.com)