



## HOTEL RESERVATION FORM

This reservation is only for participants who attend the event of **The 2024 Asian Universities Alliance Academic Conference (2024 AUA Academic Conference) on May 25-26, 2024**

Send the completed form to the hotel within **April 10, 2024** to the following email addresses:

[kanokporn@mbk-ht.com](mailto:kanokporn@mbk-ht.com) Tel:+ 66 2216 3700 ext. 20616 and cc [cherdsuk@mbk-ht.com](mailto:cherdsuk@mbk-ht.com) Tel:+ 66 2216 3700 ext. 20615

**\*\*Remarks:** A reservation is subject to the hotel's availability upon booking date\*\*

GENERAL INFORMATION				
Title: Mr/ Ms/ Mrs/ Others _____		First Name:		Last Name:
Email:		Telephone:		Mobile:
Company Name:		Company Address:		
HOTEL ROOM BOOKING				
Check-in Date: (DD/MM/YY)		Arrival Flight No:		Expected Arrival Time: (HH:MM)
Check-out Date: (DD/MM/YY)		Departure Flight No:		Expected Departure Time: (HH:MM)
Room Types	Nightly Rates (inclusive of service charge and prevailing governmental tax)			<b>The nightly rate includes:</b> <ul style="list-style-type: none"> <li>Daily breakfast at Citi Bistro Restaurant, located on G floor</li> <li>Internet access in the guestroom and the hotel's public area</li> <li>Complimentary use of fitness center at Olympic Club (excluding body massage)</li> </ul>
	Single Occupancy	Double Occupancy	Triple Occupancy	
Deluxe Classic (33Sq.m.)	<input type="checkbox"/> THB 3,800 Nett	<input type="checkbox"/> THB 4,100 Nett	<input type="checkbox"/> THB 5,500 Nett	
Bed Preference: (subject to availability upon arrival)	<input type="checkbox"/> King bed (1 Big Bed)	2nd guest's name:	2nd guest's name:	
	<input type="checkbox"/> Twin beds (2 Beds)		3rd guest's name:	
<b>Child policy:</b> <ul style="list-style-type: none"> <li>Child aged between 0 – 3.99 years shares a bed with his/ her parents, with daily buffet breakfast on complimentary basis.</li> <li>Child aged between 4 – 11.99 years can share a bed with his/ her parents. Breakfast is at additional charge at THB 225 Net/ person/ meal. Any request of sofa bed is at THB 1,400 Net/ unit/ night, inclusive of daily buffet breakfast.</li> <li>Child aged from 12 onwards is considered Adult, subject to THB 1,400 Net/ person/night, inclusive of daily buffet breakfast and sofa bed</li> </ul>		<b>Smoking policy:</b> <ul style="list-style-type: none"> <li>All rooms are non-smoking. Any smoking detected in the guestroom is subject to penalty charge at THB 5,000 Nett. Smoking area is located at European Garden, 8th floor.</li> </ul>		
<b>Check-in &amp; Check-out Policy:</b> <ul style="list-style-type: none"> <li>Check in time at the hotel is 15:00 HRS. Should accommodation be required earlier than 15:00 HRS, making a reservation to cover the prior night is suggested and subject to one-night charge.</li> <li>Check out time is 12:00 HRS. Should accommodation be required later than 12:00 HRS, a reservation to cover the departure night is required and subject to one-night charge.</li> </ul>		<b>Security Deposit Policy:</b> <ul style="list-style-type: none"> <li>The guest is required to make a security deposit upon check-in to guarantee their personal expenses. The deposit can be made in cash or by credit card.</li> </ul>		
		<b>Cancellation terms and conditions:</b> <ul style="list-style-type: none"> <li><b>During March 19 – April 12, 2024</b> is subject to <b>50% from a whole-period penalty fee</b>, charged to the credit card detail provided in this form.</li> <li><b>During April 13 - 23, 2024</b> is subject to <b>80% from a whole-period penalty fee</b>, charged to the credit card detail provided in this form.</li> <li><b>During April 24 - May 23, 2024</b> is subject to <b>100% from a whole-period penalty fee</b>, charged to the credit card detail provided in this form.</li> <li><b>No-show, failure to check in upon arrival date, cancellation upon arrival date</b> is subject to <b>a whole-period penalty fee</b>, charged to the credit card detail provided in this form.</li> <li><b>Any adjustment of length of stay (shortening) from April 24, 2024 onwards</b> is subject to a whole-period charge per room, charged to the credit card detail provided in this form.</li> </ul>		

**LIMOUSINE SERVICE****Do you need an airport transfer?**

- No.             Yes. (from the airport to the hotel)  
 Yes. (from the hotel to the airport)  
 Yes. (round trip)

**Models and Charges**

- Toyota Camry** at THB 1,500 Nett/ car/ way (maximum 2 persons with luggage)  
 **Toyota Commuter Van** at THB 2,200 Nett/ van/ way (maximum 5 persons with luggage)

**\*\*Remarks:**

- The rates are inclusive of prevailing governmental tax.
- The rates are subject to changes without prior notice.
- A reservation of airport transfer requires flight number and expected time of landing/ take-off.
- To prevent cancellation penalty fee, a notice by phone or email must be given to the hotel 48 hours before the service (BKK Local time).

**CREDIT CARD DETAIL****Important notes:**

In order to secure your booking, the credit card details shall be provided herein. **No booking shall be made if there is no credit card detail provided.** You are required to present the credit card upon check-in to prove your legal ownership of the card. The hotel has a full right to charge a full amount in cash or by different credit/ debit card should you fail to provide valid proof.

<b>Credit Card Types:</b>	<input type="checkbox"/> MasterCard <input type="checkbox"/> Diner	<input type="checkbox"/> Visa <input type="checkbox"/> Other: _____	<input type="checkbox"/> American Express	<input type="checkbox"/> JCB
<b>Credit Card Number:</b>			<b>Expiry Date:</b> (MM/YY)	
<b>Cardholder's Name</b>				
<b>Cardholder's Signature:</b>				

I carefully read and fully understand the terms and conditions of the booking here above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_