

HOTEL ROOM RESERVATION REQUEST FORM
AAPB-CFVG Conference in November 2019
Booking ID: 2859955_CONTRACT 1
(Arrival: 05 Nov 19 & Departure: 07 Nov 19)

1. YOUR DETAILS (Please complete in block capitals, use black ink if sent by fax)

Family name: _____	Given name: _____
Job title: _____	Company name: _____
Le Club Membership Number: _____	
If you haven't a member yet? To sign up for your free membership, please provide the following details:	
Address: _____	
E-mail: _____	Contact: _____

2. ACCOMMODATION/ AIRPORT TRANSFER/MEETING:

I would like to book one room as follows:	
<input type="checkbox"/> Superior room VND 3,760,000++ at Sofitel Saigon Plaza (Single occupancy)	
<input type="checkbox"/> Superior room VND 4,183,000++ at Sofitel Saigon Plaza (Double occupancy)	
<i>(Rates are in VND per room per night, included daily buffet breakfast, internet and subject to 5% Service charge and then 10% VAT)</i>	
Preferences: <input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking <input type="checkbox"/> King-bed <input type="checkbox"/> Twin bed <i>(On request and subject to availability)</i>	
Dates of stay and flight information:	
Arrival date: _____	Flight number: _____ Arrival time: _____
Departure date: _____	Flight number: _____ Departure time: _____
Airport pick-up: <input type="checkbox"/> YES / <input type="checkbox"/> NO	<input type="checkbox"/> Limousine VND 1,550,000++ /car/ way (max. 2 persons)
Airport drop-off: <input type="checkbox"/> YES / <input type="checkbox"/> NO	<input type="checkbox"/> Limousine VND 1,500,000++ /car/ way (max. 2 persons)
Special Requirements (if any): _____	

3. PAYMENT:

Name of Card Holder:	
Credit card number:	
Credit Card (Visa/Master....):	
Expiry Date:	

Please note:

- Official Check in time is at 14:00 hours. If you wish to guarantee early availability of your room before 14:00 hours, you should reserve your room the night before at an additional night's charge by indicating this on the form. Otherwise, early arrivals are subject to availability upon check in.
- Official Check out time is at 12:00 hours. Use your room from 12:00 to 18:00 hours can be arranged and confirmed at 50% of the agreed room rates. Full day's rate will be chargeable for use of room beyond 18:00 hours. Late check out request is subject to availability
- **Please complete and submit your reservation to H2077-RE@sofitel.com copy Thuan.Bui@sofitel.com before 22 Sep 2019**
Booking received after 22 Sep 2019 will be confirmed subject to room and rate availability
- Credit card details / deposit is required to guarantee your reservation
- **Cancellation Policy:**
 - Before **22 Sep 2019**: no cancellation charge
 - **After 22 Sep 2019 till 31 days prior to arrival day**: Full-charge for first night of any cancelled room
 - **Less than 31 days prior to arrival day**: full-charge for whole stay of any cancelled room
 - **Any no-show or shorten stay**: full-charge is also applied.
- For guaranteed reservations, the room will be held for the late arrival

Please send this form to:

Reservation Department at H2077-RE@sofitel.com and copy Thuan.Bui@sofitel.com
Fax: +84-28-3824 1666

