

RESERVATION FORM
ASEAN CSR NETWORK
ASEAN Responsible Business Forum (27th – 29th October 2015)

Deadline: Date / Cut-off Date – 23rd October 2015, Friday

GUEST DETAILS

Last Name		First Name		<input type="checkbox"/> Sharing with:	Airport Transfer From /To KLIA (RM255.00Nett/car/way) <input type="checkbox"/> Pick Up <input type="checkbox"/> Drop Off <input type="checkbox"/> Roundtrip		
Contact Number							
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 Type	Room Categories & Rates				No. of Room/s	No. of Adult/s
	Superior [RM]		Deluxe [RM]			
Single Occupancy	295.00+		305.00+			
Twin Occupancy	315.00+		325.00+			

- All rates are subject to 6% Goods & Service Tax per room per night.
- Room rates quoted are inclusive of Buffet 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.

ROOM PREFERENCE

<input type="checkbox"/> Single Bedded Room	<input type="checkbox"/> Twin Bedded Room	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> Smoking
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- Subject to on-day availability

PAYMENT 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.
- Charges will be made to the provided credit card. A confirmation email will be send over to guest subsequently.

TERMS AND CONDITIONS

1. For accommodation, the official check-in time is 1500hrs and check out time is 1200hrs.
2. Full-day surcharge will be applicable for guests arriving to check in between 0001 hours to 1500 hours.
3. 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.
4. Any cancellation or reduction of nights to hotel room bookings on **26th October 2015** will result in a late cancellation charge equivalent to full duration of stay. The hotel must be notified in writing for this.
5. Full charge of the entire duration of stay for accommodation and events will be imposed should there be any no show on day of arrival.
6. Any flight changes must be advised at least 24 hours prior to arrival.
7. Charges will be made to the provided credit card. A confirmation email will be send over to guest subsequently.

Reservations Department
The Royale Chulan Damansara Hotel

General Line: + 60 3-7959 9000 Fax: +60 3-7959 9116 Email: resvn@trcd.com.my
Any email booking, please copy: resvn@trcd.com.my, kang@trcd.com.my & juphin@trcd.com.my