

“ARSM SEMINAR”
26 – 31 OCTOBER, 2019
Room Reservation Form

Attention : Reservation Department
Tel : +6 03 7665 1111 / +6 03 7946 1111
Fax : +6 03 7665 2112
Email : reservationall.kl@eastin.com

Please email or fax-in your booking to avoid misplacement. All bookings are based on availability.

From:	Company:	Date:		
Tel:	Fax or Hp No:	Email:		
Name of Guest(s) :	(1) Mr/Ms/Mdm :			
	(2) Mr/Ms/Mdm :			
Arrival Date :			Flight Details / ETA	
Departure Date :			Flight Details / ETD	
Room Reservation	Room Category	Package Rates per room per night	No of room (s)	No of guest (s)
Room Rates & Inclusions :-	<u>Please tick</u>	<u>Deluxe Room (Single) RM280.00nett per room per night</u> <i>Inclusive of 1 Daily Buffet Breakfast at the Swez Brasserie & Complimentary Wifi access.</i> <u>Deluxe Room (Twin) RM325.00nett per room per night</u> <i>Inclusive of 2 Daily Buffet Breakfast at the Swez Brasserie & Complimentary Wifi access.</i>		
<i>* All rooms subject to availabilities and will be notified upon reservation. *Rates quoted only valid for above course and not valid for other event. *Rates quoted is inclusive of 6% Sales & Service Tax. *Rates is excluded Tourism Tax @ RM10.00nett per room per night (only for Foreigner Guest).</i>				
Billing Instruction				
Guaranteed By	[] Mastercard [] VISA [] Amex [] Others -			
	<i>Credit Card No :</i>		<i>Expiry Date :</i>	
	<i>Please provide the 3-Digit Security Code No : _____</i>			
	[] Cash / Bank Draft / Cheque (Full Pre-Payment)			
	<i>Unguaranteed reservations will be subject to cancellation of booking after 6:00 pm on arrival date. (Please provide a photocopy of your credit card – front & back for security purposes)</i>			
Special Request (subject to availability)	[] Double Bed [] Twin-bed			
Remark	<i>Guest will be responsible for any claims made by the Hotel for loss on exchange arising from accounts settled by foreign currencies.</i>			

- Official check-in time is 1400 hours and check-out time is 1200 hours. Late check-out after 1400 hours will be subject to a RM150++ flat rate and a full day room charge will be imposed for late check-out after 1800 hours.
- Rooms subject to availability.
- No-show arrival with a pre-arranged limousine transfer are subject to a full charge unless prior written cancellation has been received by the hotel no later than 72 hours of estimated time of arrival. Any room cancellation must be informed 7 days prior to arrival, failing which a one-night penalty charge based on room rates will be imposed.
- All reservations must be guaranteed by a valid credit card. The Hotel reserves the right to release any non-guaranteed bookings seven (7) days prior to arrival date.
- Please make all money orders, bank drafts and / or company cheques payable to **Damansara Indah Sdn Bhd** and crossed to "Account Payee Only". **Alliance Bank Malaysia Berhad No : 12109 00100 45841. Swift code: MFBBMYKL**

I hereby agree to guarantee the accommodation booking and any transportation charges with my credit / charge cards as above.

Authorised Signature :- _____

Cardholder's Name :- _____

Confirmed By : _____

Company Stamp :- _____

Confirmation No : _____