



ROOM ACCOMMODATION RESERVATION FORM
ASIAWATER 2022

WEDNESDAY - FRIDAY, 07-09 DECEMBER 2022

TO SUBMIT RESERVATION FORM BY/ BEFORE (MONDAY, 21 NOVEMBER 2022), thereafter rooms are subject to availability

New Booking Amendment Cancellation

To : Reservation Department
Mandarin Oriental, Kuala Lumpur
E-mail: Group-MOKUL-Booking@mohg.com
Fax : 6 03 2179 8659
Tel : 6 03 2179 8818

From : _____
Company: _____
Fax : _____
Tel : _____

GUEST INFORMATION

Mr/Ms/Mrs/Dr _____
Last Name _____ Given Name _____
Designation _____ Company Name _____
Company Address _____
Zip/City Code _____ Country _____
Passport Number _____ Nationality _____
Place & Date of Issue _____ Date of Birth _____

RESERVATION REQUIREMENTS

Room Type Deluxe City View Room (Single & Double) at **RM605.00+ (RM641.30nett)** per room per night inclusive (01/ 02) buffet breakfasts + wireless internet
 Club Deluxe City View Room (Single & Double) at **RM935.00+ (RM991.10 nett)** per room per night inclusive (02) buffet breakfasts + club benefits

Arrival _____ Date _____ Flight Number _____ ETA _____ Yes No
Airport Transfer at **RM380.00+ (RM402.80 nett)** per car per way

Departure _____ Date _____ Flight Number _____ ETD _____ Yes No
Airport Transfer at **RM380.00+ (RM402.80 nett)** per car per way

GUEST PREFERENCE (SUBJECT TO AVAILABILITY UPON CHECK-IN)

Preferred Room Smoking Non Smoking No Preference
Preferred Location Near the lift Away from lift No Preference
Preferred Bed King Twin No Preference

PAYMENT INSTRUCTION

All charges on guest's own account. Credit card details are required to confirm the booking
A SECURED CREDIT CARD LINK can be provided upon request, should guest prefer to make payment via a payment link.

Credit Card _____
Credit Card Type / Number _____ Expiry Date _____ CVC Nos _____
Card Holder's Name _____

CANCELLATION POLICY

- Room rates quoted above are applicable two (2) day pre & two (2) post after the official conference date for the given room categories only
- Cancellation less than fourteen (14) days, hotel will automatically charge the entire duration of stay to the individual guest's credit card
- Any no show on the scheduled date of arrival, Hotel will automatically charge the entire duration of stay and the room(s) will be released for general sale.
- Any early departure or shorten stay must be informed fourteen (14) days prior to arrival date, failing which entire duration of room night charges will be forfeited and room will be released for general sales.

GUEST ROOMS (TERMS & CONDITIONS)

- Hotel Check-in and check-out time are 1500hrs and 1200hrs respectively.
- Requests for early check-in will be subject to space availability, however, to guarantee early check-in, the room must be reserved for the night prior to the guest's arrival with 1 full night charge
- Requests for late check-out is subject to room availability. The rate chargeable shall be at 50% off group rate accorded & full rate is chargeable for check-out after 1800hrs.
- Extra bed is chargeable at RM105.00+ (RM111.30 nett) per unit per day (not inclusive of breakfast)

LIMOUSINE TRANSFER/CONDITIONAL OF HIRE

- Hourly and Daily use charges are calculated from time of booking/dispatch to time return to Hotel
- An additional 50% midnight surcharge imposed for hire between 2330hrs and 0600hrs for all above rates
- An additional 50% surcharge imposed for city & outstation transfer back to hotel (pick up service) except for pick up within 3km radius from Hotel (refer clause No. 4)
- An additional RM50.00+ imposed for any pick up within Hotel (max. 3km) before proceeding to airport (KLIA / KLIA 2 / Subang Sky Park).
- Rates are inclusive of toll fees, insurance, fuel, parking charges, maintenance and service of our chauffeurs.
- Cancellation less than 4 hours (except coach) prior to the pick up time will be charged in full. The cancellation must be notified in written form and acknowledge by Hotel Staff
- Cancellation for **COACH** less than 24 hours prior to the pick up time will be charged in full. The cancellation must be notified in written form and acknowledged by Hotel staff
- Guests are advised to estimate a minimum of 3 hours prior to the flight ETD for transfer out to airport.
- Baby seat is available at RM50.00+ per seat.

* All rates quoted are in Ringgit Malaysia and are exclusive of prevailing taxes. Rates may be revised without prior notice. Price Shown in Bracket are inclusive of 6% SST