



ROOM RESERVATIONS REQUEST FORM

To help us offer you the best possible service, kindly complete the form and email to Reservations at email address H7090@accor.com prior to **Tuesday, April 18, 2017.**

1. Personal details:

First Name	
Last Name	
Le Club card number/ Membership Type	
Date of birth (DD/MM/YY)	
E-mail Address	
Contact Number	
Passport No. / Expiry Date (Please present upon check-in)	
Country/Mailing Address/ Postal Code	

Personal details of Guest sharing in the room:

First Name	
Last Name	
Date of birth (DD/MM/YY)	
E-mail Address	

2. Please specify the room type:

	Room Type	Dates of Stay	Room Rate (Per Room Per Night)
<input type="checkbox"/>	Superior Room – Single		Php 5,500.00 Nett
<input type="checkbox"/>	Superior Room – Double		Php 5,500.00 Nett
<input type="checkbox"/>	Executive Room – Single		Php 8,500.00 Nett
<input type="checkbox"/>	Executive Room – Double *includes access to the Premier Lounge		Php 8,500.00 Nett

- **Room rate is valid until April 18, 2017** surcharge of Php 1,000 Nett per room per night applies for booking made from April 19, 2017 onwards
- **Room rate inclusive of Buffet Breakfast** at the Food Exchange Manila and Wi-Fi in the guest room
- Room rate is inclusive of 10% service charge, 12% VAT and 0.50% local city tax mandated by the government
- All rooms can accommodate a maximum of two (2) adults and two (2) children below 16 years old.
- Special room rates are valid two-days before and two-days after the conference proper and are **subject to room type availability at time of booking.**

3. Flight Details:

	Flight No./Terminal No.	Time
Arrival Date :		
Departure Date:		

4. We can arrange your airport pick up - Net price

<input type="checkbox"/>	Airport Transfer	<input type="checkbox"/>	Airport Drop-Off
<input type="checkbox"/>	Nissan Almera PHP2,500	<input type="checkbox"/>	Nissan Almera PHP2,500
<input type="checkbox"/>	Nissan Altima PHP3,000	<input type="checkbox"/>	Nissan Altima PHP3,000
<input type="checkbox"/>	BMW 5 Series PHP 4,000	<input type="checkbox"/>	BMW 5 Series PHP 4,000
<input type="checkbox"/>	Nissan Urvan PHP 4,500	<input type="checkbox"/>	Nissan Urvan PHP 4,500
<input type="checkbox"/>	Hyundai Premium Starex PHP 4,500	<input type="checkbox"/>	Hyundai Premium Starex PHP 4,500

5. Room preference subject to availability at check in:

<input type="checkbox"/>	Smoking Room	<input type="checkbox"/>	Two Separate Double Beds
<input type="checkbox"/>	Non Smoking Room	<input type="checkbox"/>	King Size Bed

6. Guarantee Details to be used to secure the reservation:

Credit Card Type	
Credit Card No. (16Digits)	
Expiry Date	
Cardholder's Name	
Cardholder's Signature	

Cancellation should be received on or before **31st of March 2017.**

All confirmed reservations as of 31st of March 31, 2017 will be charged 100% of the total room rate and booking is no longer cancellable. In case of non-arrival full stay rate will be charged.

7. Check-in/Check-out (Local Time):

The Hotel's check in time is 2:00pm and check out time is 12:00 noon. Additional charges may apply to early check-in and late check-out and are subject to availability. Check-out from 6:00pm will incur a full night charge at the room rate quoted.

8. Deposit:

Front Desk will request upon check-in an additional deposit of PHP 3,000 per day to cover incidental charges to be refunded accordingly at check-out time.

Thank you for completing our Guest Profile.

We wish you an enjoyable journey and looking forward to welcome you at the Novotel Manila Araneta Center!