UNIS GROUP

InterContinental Hanoi Westlake, Hanoi, Vietnam

Hotel Reservation Form

Participants are required to fill this form and send by email to duong.nguyenthuy1@ihg.com

BOOKING DETAILS:			
Last Name		First Name:	
Date of birth:		Nationaliy:	
Arrival Date:	Flight:		Time:
Departure Date:	Flight:		Time:

GUEST DETAILS:			
Passport number:			
Title (Mr/Ms):		Company:	
Address:			
City/State:		Country:	
Zip/Postal Code:		Email:	
Telephone:		Fax:	
FOR DOUBLE OCCUPANCY			
2nd Guest		Date of birth:	
Passport number:		Nationality:	

PLEASE RESERVE: (Please tick the appropriate box)

Room Type	**Room rates**		**Period**	
	Single	Double	**Check in**	**Check out**
Classic room				

Preferences:

Special request smoking non-smoking

• Room rates are inclusive of Breakfast and Internet

Room rate is exclusive of 5% service charge and 10% tax

TRANSPORTATION: (International Noi Bai Airport - Hotel- Noi Bai Airport)

Airport transfer service	**Rate per car per way**	**Maximum No of Person**	Note
Mercedes E250 (one way)	2,200,000	2-3	The prices are quoted in VND, inclusive of 5% service charge and then 10% VAT (15.5% in total)
Mercedes E250 (two way)	3,800,000	2-3	
D Car (one way)	2,750,000	6	
D Car (two way)	4,950,000	6	

Rate is inclusive of 5% service charge and then 10% VAT (15.5% in total)

Credit card with expiry date will be secured for incidential charges

Credit card details

AMEX VISA Diners Club

Master Card JCB

Credit card No.: Expiry date:

Card holder's name: **Signature:**

Payment : Room charge will be guaranteed by Credit Card. In any case of no-show, late cancellation, the provided credit card will be charged the penalty as per contract.

TERMS & CONDITIONS

1. Any cancellation, shorten night by 14 days prior to arrival date will be given full charged.
2. All reservations must be made on the official Hotel Reservation Form
3. Choose the desired room category and indicate clearly room preferences on form above
4. Full credit card details(number and expiry date) and flight details are required to settle your reservation
Credit Card Authorization form to be attached with the copy of the front of the provided credit card
5. In the case of "no show" or cancellation less than 14 days prior to arrival, full charge will be applied for the room nights.
All participants will be responsible for payment of charges directly with hotel

Please send the completed form wih your signature directly to the Hotel