DOUBLETREE
BY HILTON™
KUALA LUMPUR

SPE Sand Management Workshop
24 - 28 April 2016

ROOM RESERVATION FORM

Guest Information

Guest Title : ☐ Mr ☐ Mrs ☐ Miss ☐ Others _____

Guest Name : _____ _____
First Name Last Name

Address : _____

_____

Zip / City Code : _____ Country : _____

Reservation Information

Check-In Date : _____ ETA / Flight Details _____
Hotel's Transfer In ☐ Yes ☐ No

Check-Out Date : _____ ETD Flight Details _____
Hotel's Transfer Out ☐ Yes ☐ No

Room Type : ☐ Guest Room (Single) at RM360.00nett
☐ Guest Room (Double) at RM407.00nett

☑ Room rates include one/two daily buffet breakfasts
☑ Room rates include in-room high speed internet access
☐ Additional buffet breakfast at RM47.00nett per day
☐ Upgrade to Executive Floor with minimum surcharge of RM233.00nett per room

Room Preferences (please tick ☑)

King Bed ☐
Twin Bed ☐
Smoking ☐
Airport Transfer ☐ *(Per transfer at RM339.20nett)*

Additional remarks _____

nett rates are inclusive of 10% service charge & 6% GST (Goods Service Tax)

Booker Information

Booker's Name : _____ _____
First Name Last Name

Contact No : _____ Facsimile No: _____

Email : _____

Credit Card Payment Information

Cardholder's Name : _____
(as appear in your credit card)

Credit Card Type : ☐ AMEX ☐ VISA ☐ MASTER ☐ DINERS ☐ JCB

Credit Card Number : _____ Expiry Date : _____

Security Code : _____ (CVV2 / CVC2 / CID2)

General Remarks

1) All room reservation forms must be received by the Hotel latest by **Monday, 11 April 2016.**
Any room reservation form received after the stated date, shall be subject to availability.
2) Kindly return the reservation form via email to **Joan.Wong@hilton.com** or facsimile to **+60 3 2172 7732.**

Terms and Conditions

1) Standard check-in time at 03:00PM and check-out time at 12:00PM. Early check-in / late check-out request is subject to availability.
2) All reservations **must be** guaranteed with a valid credit card for room reservation confirmation and process.
3) For any cancellation made with less than 72-hour notice on guaranteed reservation, the Hotel will impose a penalty of full-night stay charge.
4) For any no-show, the Hotel will impose a penalty of full-night stay charge. Subsequently, the reserved room will be released for general sale and any request for room thereafter will be subject to availability.