



HOTEL RESERVATION FORM

FOR

FILM ARCHIVE (PUBLIC ORGANIZATION)

APRIL 6 – 12, 2018

All participants should fill in this form using capital letters, return it via E-mail **by March 6, 2018** to the **Pathumwan Princess Hotel** directly and send a copy to the Organizing Team at the following addresses.

Pathumwan Princess Hotel

Ms. Iksanee Ngamwilaiphorn / Sales Coordinator – MICE & Event
 Email: iksanee@mbk-ht.com Tel: + 66 2216 3700 ext. 20613
 Cc. Email: cherdasuk@mbk-ht.com

GENERAL INFORMATION		
Title	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Others (Please specify)	
First Name		
Last Name		
Contact Address/ Billing Address		
	Phone:	Fax:
	E-mail:	
HOTEL BOOKING		
Arrival Date:	Arrival Time:	Flight No:
Departure Date:	Departure Time:	Flight No:
Check-in Date:	Check-out Date:	Total nights
Number of Rooms Required:		
Sharing Room with: _____		

Details of Room Required	Rate (Thai Baht)	Extra Bed
Superior Room (sized 34 sq.m.)	<input type="checkbox"/> Single <input type="checkbox"/> Twin/Double <input type="checkbox"/> Triple	Single at THB 3,400 nett/room/night Twin/Double at THB 3,700 nett/room/night
		1,400.- net / bed / night

NOTE: - Pathumwan princess is a non smoking hotel
 - The rates are quoted in Thai Baht net, / room, / night including daily breakfast at CiTi BiSTRo restaurant from 06:00-10:30 hrs.
 - The rates are inclusive of 10% service charge and 7% Government Tax.
 - No guaranteed for bed type, all special requirements subject to room availability upon arrival date.
 - No booking will be accepted without credit card details or one night deposit. In case of no show for a guaranteed booking, one night's deposit will be charged.

Limousine service	Hotel Limousine by Toyota Camry Baht 1,500.-/car/one way (Capacity for 3 people) <input type="checkbox"/> YES <input type="checkbox"/> NO
	Hotel Limousine by Toyota Van Baht 2,200.-/van/one way (Capacity for 8 people) <input type="checkbox"/> YES <input type="checkbox"/> NO

Remark: Any limousine service request must be advised flight detail.

PAYMENT:

- **Room including breakfast and all expenses must be settled by Cash or Credit card upon departure by Guest's account**

In case of cancellation hotel will automatically charge to credit card as guarantee in this form

PAYMENT: CREDIT CARD			
Credit Card	<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERS <input type="checkbox"/> OTHERS.....
Credit Card No.		Expiry Date	
Card holder Full Name			
Card holder Signature			
CVV No. (last 3 digits on the signature bar)			
Total Payment (THB)			

Remark : **Please kindly note that the reservation must be guaranteed by credit card whereas the full amount will be charged on the check-out date.**

ROOM BLOCK UTILIZATION & POLICY:

Check-in/Check-out Time

Check-in time is 14:00 hrs on the day of arrival. We will make every effort to accommodate arrivals prior to this time. The Hotel should be advised prior to early arrivals of VIP's for separate arrangements. Should guests prefer to ensure that all guest rooms will be ready prior to an early arrival, the hotel suggests that rooms are reserved for the day before. The room charge will be based on a daily group room rate.

Remark:

- For early check in, extra charge will be 1 night charge as per contracted rate and subject to space availability.

Check-out time is at noon on the day of departure. Late check-out is subject to space availability.

- Late check-out till 6:00pm is at THB 2,200.-/room/night and subject to space availability.
- Late check-out after 6:00pm is equivalent to a 1 night charge as per contracted rate and subject to space availability

Remark:

- In case of early departure, the Hotel will charge the Guest the entire reserved stay plus tax and service charge.
- No Show Charge, the Hotel will charge the Guest 100% of the entire reserved stay plus tax and service charge.

Cut-off date

Cut-off date from the room booking is on March 6, 2018 , Booking received after this date will be subject to availability at the time of request and different rates may prevail

Cancellation and Penalty Policy:

- Before arrival date 30 days in advance or within March 7, 2018: No cancellation charge
- Before arrival date 15 days in advance or within March 22, 2018: 1 night/room apply for penalty charge
- Less than 7 days in advance or No-show (before arrival date): Full stay charge as reservation mentioned

Remarks: All reservation must be guaranteed by credit card.

Signature: _____ Date: _____

NO BOOKING WILL BE ACCEPTED WITHOUT CREDIT CARD DETAILS OR ONE NIGHT-DEPOSIT. IN THE EVENT OF NO-SHOW FOR A GUARANTEED BOOKING, ONE NIGHT'S DEPOSIT WILL BE FORFEITED.
