**ACCOMODATION RESERVATION FORM**

**Meeting of the Regional Subproject Management Team (RSMT) of the Severe Weather Forecasting Demonstration Project (SWFDP) for Southeast Asia**

***Please complete and return this form to Ms. Vu Tran Thu Trang, Senior Sales Manager***

 ***by Email:*** ***corpsales@sunwayhotel.com.vn******or CC: reservation@sunwayhotel.com.vn***

***before 5 August 2015***

 NEW RESERVATION AMENDMENT CANCELLATION

**GUEST INFORMATION:**

**Name:**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email**:

#### Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Arrival Date : ………..………….. Estimated arrival time:**

**Departure Date: ………. …………..Estimated departure time:**

RATE OFFER TO the NATIONAL HYDRO-METEOROLOGICAL SERVICE - 2015

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Type** | **Room Rate****(per room per night)** | **No. of Room** | **Room Preference/s****(Smoking/Non-smoking)** |
| Superior | USD/88++/single/room/night |  |  |
| Club Classic  | USD/110 ++/single/room/night |  |  |
| Deluxe | USD/120++/single/room/night |  |  |
| Premium | USD/130++/single/room/night |  |  |

***Double Occupancy will be added VND 400,000++/room/night***. ***Rates are subject to 5% service charge and 10% government Value Added Tax.***

**Note:**

* + - This Reservation Form should be signed and returned to us***,*** otherwise the reservation will be subject to hotel availability
		- This Reservation Form is only accepted and will be considered as the hotel confirmation with the Hotel’s acknowledgement via email of this reservation form.

**OPTIONAL SERVICES:**

|  |
| --- |
| **Airport transfer: Yes No**Normal price: USD50.00net/way**Promotion price (20% OFF): USD80.00net/2 ways.** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Terms and conditions***: * *Two-way airport transfer must be booked in advance.*
* *For any cancellation received a charge based on normal price will apply.*

**Terms and Conditions:** You are welcomed at the Noi Bai Airport by our Airport Rep. with a welcome board and the guest’s full name at the arrival terminal. For any further assistance, please contact our Duty Manager (24 hours): **00 84 4 3971 3888** or Hotel Bell Desk: **00 84 4 3971 3888** – Ext. **301**. If Airport transfer is required, \Sunway Hotel Hanoi has a right to charge full amount of the pick up fee in case of no show. |

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| --- |
| **Booking Terms and Conditions:*** Check-in time: from 1400hrs
* Check-out time: before 1200hrs
* Late check-out:
* Check out before 1800hrs – 50% charge on room rate quoted.
* Check out after 1800hrs – full day charge on room rate quoted will be applied.
* Early check-in/late check-out will be based on room availability.
* Cancellation policy:
* Cancellations are made by 72 hours prior to arrival – No charge
* Cancellations receive less than 72 hours or No show – 01 day room charges based on room rate quoted.
 |

**I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby agree to guarantee the booking as above mentioned by my credit card. From my \_\_\_\_\_\_\_ CARD with a Credit Card Number of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with CCV number of\_\_\_\_\_\_\_ which will expire on \_\_\_\_\_**

**Cardholder’s Signature: …………………………………………………………**

**Date: ………………………………….**