

Grand Hyatt Beijing - Reservation Form
MSPA Asia Pacific Annual Conference Group
(Booking Code: MAAC)
13 - 19 November 2017

Group Reservations Department
Grand Hyatt Beijing
Beijing Oriental Plaza, 1 East Chang An Avenue
People's Republic of China
Phone: +86 10 6510 9507

RESERVATION DETAILS

Check-in Date: _____	Arrival Flight: _____	ETA: _____
Check-out Date: _____	Departure Flight: _____	ETD: _____
Last Name: _____	First Name: _____	
Company: _____	Title: _____	
	(Mr/ Ms/ Mrs/ Dr)	
Booking Contact: _____	Phone: _____	
Fax: _____	Email: _____	

<u>Room Type</u>	<u>Room Rate (Single/Double)</u>	<u>Number of Rooms</u>	<u>Number of Adults/Children</u>
Grand Room	<input type="checkbox"/> CNY 1,000 / 1,180	_____	/
Grand Premium Room	<input type="checkbox"/> CNY 1,700 / 1,880	_____	/
Grand Suite	<input type="checkbox"/> CNY 1,800 / 1,980	_____	/
Club Room	<input type="checkbox"/> CNY 1,500 / 1,750	_____	/
Club Deluxe Room	<input type="checkbox"/> CNY 1,950 / 2,200	_____	/
Club Suite	<input type="checkbox"/> CNY 2,300 / 2,550	_____	/

Bed Type: King Twin Extra bed available at CNY180+

Loyalty Program: Gold Passport # _____ Frequent Flyer (Airline / FF#): _____

Remarks: _____

- All above quoted are inclusive of 15% charge (inclusive of service charge and tax) on a per room per night basis.
- Twin beds are available only for Grand Rooms and Club Rooms. Preferences indicated are not on guaranteed basis but subject to availability. If the specific room type is full, we will reserve the next category of rooms available.

TRANSPORTATION

Limousine Transfer Required: Arrival Pickup Departure Transfer

Beijing Capital International Airport at CNY800 net per way per car (Audi A6L) with Meet & Greet services.

Airport transfer may only be confirmed with flight details.

RESERVATION GUARANTEE

A credit card guarantee is required at the point of reservation. Any non-guaranteed reservations will automatically be released by **Sun, 05 Nov 2017** without prior notice. Please note that any cancellations of guaranteed reservations made after **Sun, 05 Nov 2017** will be charged to the given credit card for the whole duration reserved.

Guaranteed by Credit Card: AMEX Mastercard Visa Other: _____

Cardholder's Name: _____ Signature: _____

Credit Card Number #: _____ Expiry Date: _____

TERMS AND CONDITIONS

- To enjoy the room block of the **MSPA Asia Pacific Annual Conference Group** this form is required to reach the hotel by **Sun, 05 Nov 2017**. Reservation received thereafter will be confirmed subject to availability at prevailing rates.
- Check-in time is after 14:00hrs. Check-out time is before 12:00hrs. For any guests who would like immediate guaranteed access to their rooms prior to 14:00hrs check-in time, the room should be reserved from the previous night. This will incur an additional one-night accommodation charge.
- Any cancellation after **Sun, 05 Nov 2017**, no shows or early departures will be charged for the entire period of stay. This fee will automatically be charged to the credit card given as guarantee.
- By providing above mentioned credit card details, cardholder agrees to the reservation guarantee policy.
- The above credit card number will serve to guarantee the room reservation and authorize Grand Hyatt Beijing to charge in any above circumstance.