



**RED MONEY - ASIA FORUM 2013
21 - 22 OCTOBER 2013**

TO SUBMIT RESERVATION FORM BY 22 SEPTEMBER 2013, thereafter rooms are subject to availability

New Booking **Amendment** **Cancellation**

To :	Sophia Fong / Evonne Loi	From :	_____
	Mandarin Oriental, Kuala Lumpur	Company:	_____
E-mail:	sophiaf@mohg.com / evonnel@mohg.com		
Fax :	6 03 2179 8657	Fax :	_____
Tel :	6 03 2179 8657/8636	Tel :	_____

Guest's Information

Mr/Ms/Mrs/Dr	_____	_____	_____
	Last Name	Given Name	
Designation	_____	Company Name	_____
Company Address	_____		
Zip/City Code	_____	Country	_____
Passport Number	_____	Nationality	_____
Place & Date of Issue	_____	Date of Birth	_____

Reservation Requirements

Room Type	<input type="checkbox"/> Deluxe City View Single at RM590.00++ per room per night inclusive one breakfast at Mosaic Restaurant. <input type="checkbox"/> Deluxe City View Double at RM662.00++ per room per night inclusive two breakfasts at Mosaic Restaurant.		
Arrival	Date _____	Flight Number _____	ETA _____
			Yes <input type="checkbox"/> No <input type="checkbox"/> Airport Transfer at RM350.00nett/car/way
Departure	Date _____	Flight Number _____	ETD _____
			Yes <input type="checkbox"/> No <input type="checkbox"/> Airport Transfer at RM350.00nett/car/way

Guest's Preference

Preferred Room	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> No Preference
Preferred Location	<input type="checkbox"/> Near the lift	<input type="checkbox"/> Away from lift	<input type="checkbox"/> No Preference
Preferred Bed	<input type="checkbox"/> King	<input type="checkbox"/> Twin	<input type="checkbox"/> No Preference

Payment Instructions

<input type="checkbox"/> Room Only to Master. Miscellaneous on Personal Account		
<input type="checkbox"/> All charges on guest's own account. Credit card details are required to confirm the booking		
Credit Card	Credit Card Type/Number _____	Expiry Date _____
Card Holder's Name	_____	

Cancellation Policy:

- 1. Cancellation less than fourteen (14) days, the Hotel will forfeit the entire duration of stay and will automatically charge to the individual guest's credit card/ master bill**
- 2. No show on scheduled arrival date, whole duration of room night room charge will be applicable and the room will be released for general sale. No refund.**
- 3. Any early departure or shorten stay with notice less than 30 days, whole duration of room night room charge will be applicable and the room will be released for general sale. No refund.**

Guest Rooms - Terms & Conditions

1. Hotel Check-in and check-out time are 1400hrs and 1200hrs respectively.
2. Requests for early check-in will be subject to space availability, however, to guarantee early check-in, the room must be reserved for the night prior to the guests arrival.
3. Requests for late check-out is subject to room availability. The rate chargeable shall be at 50% off group rate accorded & full rate is chargeable for check-out after 1800hrs.

Additional breakfast in our all day dining restaurant, Mosaic is chargeable at RM72.00++ per person per day.
 Airport transfers is available upon request. Extra bed is chargeable at RM90.00++ per unit per day without Breakfast
 All Rates are quoted in Malaysian Ringgit and are subject to 10% service charge and 6% government tax, unless specified otherwise.