

HOTEL RESERVATION

Please return this hotel reservation form to :
RESERVATIONS DEPARTMENT
The Westin Beijing Chaoyang
GROUP CODE: EURO0102
Tel: (86) 10 5922 8888 ext 8004 Fax: (86) 10 5922 8626 Email: reservation.chaoyang@westin.com
****All reservations must be received by the hotel by 22 March, 2010****

ROOM CATEGORY
Please tick your choice (s) of room type (s):
ROOM TYPE : Single(one king size bed) Twin (two single beds)
 Smoking
 Westin Deluxe Room RMB 1,480.00++per room per night (including one or two daily American buffet breakfast)

GUEST PARTICULARS
Please fill the particulars as follows:

GUEST NAME MR/ MS/ MRS/ DR/ PROF (Please underline Surname)		DATE
ARRIVAL DATE	DEPARTURE DATE	
ARRIVAL FLIGHT/ TIME	DEPARTURE FLIGHT/ TIME	
COMPANY	COUNTRY OF RESIDENCE	
TELEPHONE (including country code)	E-MAIL ADDRESS	

CREDIT CARD GUARANTEE
 American Express Visa MasterCard Diners Club Others
CARDHOLDER'S NAME _____ EXPIRY DATE _____
CREDIT CARD TYPE/ NUMBER _____
CARDHOLDER'S SIGNATURE _____
*- Please note that the above room category/rate is only applicable from 21 March 2010 – 28 March 2010 (both dates inclusive).
- All reservations are subject to confirmation by the Hotel.
- A one-night room charge will be applicable for any cancellation after 22 March 2010 (Monday).
- A room charge equivalent to the full length of stay as confirmed during reservation will be applicable for any cancellation on and after 23 March 2010.
- Should there be a no-show for confirmed reservations, a no-show room charge room charge equivalent to the one night of stay will be charged to the credit card details provided.*

FOR HOTEL USE ONLY
Booking is Confirmed/ Not Confirmed by _____ Date _____
Confirmation Number _____

AIRPORT TRANSFERS
Limousine Required: Audi a6 @ RMB600 (1-Way) Buick GL8 @RMB850 (1-Way)

- The Hotel check-in time is after 3pm on day of arrival. Should guests wish to occupy the room before 3pm, placing a reservation for the night before is recommended.
- The Hotel check-out time is 12 noon on the day of departure. **Late check-out at 6pm is chargeable at 50% of agreed room rates and after 6pm is at chargeable at full day room rates, subject to room availability.**
- All rates are in Chinese RMB and subject to 15% service charge.