

HOTEL RESERVATION FORM
3rd Myanmar Insurance Summit (April 27-28, 2020)

Guest Details:	
Last Name:	First Name: (Mr. / Mrs. / Ms.)
Nationality:	Passport No.:
Company:	Position:
Email:	Telephone:
2nd Guest Name:	Golden Circle No.:
Room Preference: (please tick)	() Smoking () Non-Smoking () King Bed () Twin Bed

Room Type	Single	Double	Check-In Date	Check-Out Date
Deluxe Room (34sqm)	USD110 net	USD120 net		
Horizon Club Room (34sqm, level 18 to 22)	USD160 net	USD180 net		

Room rates are inclusive of:

- 10% service charge and government tax which is currently at 5% on room charges and service charges.
- Daily International Buffet breakfast.
- Complimentary broadband wireless internet access.
- Complimentary access to Health Club facilities.
- Guests staying at the Horizon Club floors & suites will enjoy Horizon Club benefits at the Lounge.

Room rates are inclusive of:

-Above benefits and horizon club access

Airport Transfer (please tick)			
Toyota Alphard (5 seater)	USD40 net per way () Pick-up / () Drop-off	USD70 net for both ways () Pick-up & Drop-off	
Toyota Crown (3 seater)	USD40 net per way () Pick-up / () Drop-off	USD70 net for both ways () Pick-up & Drop-off	
Mercedes Benz (3 seater)	USD65 net per way () Pick-up / () Drop-off	USD130 net for both ways () Pick-up & Drop-off	
Arrival Date/Time:		Arrival Flight No.:	
Departure Date/Time:		Departure Flight No.:	

Credit Card Payment / Guarantee: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express			
Credit Card No.:		Expiry Date:	
Cardholder's Name:		Authorized Signature:	

Terms & Conditions:

- The official check-in time is 14:00 hrs & check-out time is 12:00 hrs. Should early check-in be required it is recommended that the rooms be blocked from the night prior in order to guarantee early check-in.
- We will provide late check out till 15:00 hrs (subject to availability) without any additional charges. If check out is between 15:00 hrs-18:00 hrs, 50% of the room rate will be charged. Post 18:00 hrs, full day rate is applicable.
- Please make all reservations latest by **6th April 2019** after which the rooms will be confirmed subject to availability at the time of receiving the booking.
- **Cancellation fee** equivalent to one night's charge per room will be applicable for cancellation received within 7 days to 30 days prior to the date of arrival and full length of stay will be charged within 7 days prior to the date of arrival.

Please complete above mentioned information and please attach front & back copy of the credit card and email to Reservation Email: reservations.ssyn@shangri-la.com and iei.shane@shangri-la.com