## **Room Reservation Form**

## 2020年8月14-16日北京国际潜水暨度假观光展客房预定表

Please e-mail this form directly to Reservation Department of Comfort Suites Hotel 请直接将此单发送电子邮件至酒店预订部 Email: 760351275@QQ.COM

Please Revert on or before 14 Aug 2020 请于2019年8月14日前预定

Arrival Time:

到店时间

Flight Number

航班号

Departure Date

离店日期

Departure Time

离店时间

Flight Number

Arrival Date:

到店日期

Compay Name:	•	•		•	•		•	•	•	
公司名称										
Tel:	Fax:				Email:					
电话		传真				邮件地址				
List of room types and special rate for this group 本次大会团队房型及房价		房间类型			房间价格	房间类型			房间价格	
		温馨套间大床(Cosy Suite-King Bed)			RMB600	温馨套	温馨套间双床(Cosy Suite—Twin Bed)			
以上房价已包含 The above room 以上客房房价包含	s included in room	)服务费 g of daily breakfa	_							
		Credit Card Type 信用卡种类		○Visa	OVisa OMast		○Americ	an Express	O Dinners Club	
Credit Card Guarantee		Credit Card Number								
信用	卡担保	信用卡卡号								
		Expire Date								
		有效期								
Guest Preferenc	е	□ Smoking 吸烟 □ Pick up reque			est 接机					
(Please select)		□ Non-moking 非吸烟 □ Drop o			equest 送机					
特殊需求		☐ Extra bed 力	1床							
Tawasa awa a aa	Jiliana.	•								

条款和约定:

Faily Name

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- 1) Any guests', who do not show up on the expected arrival day, will be charged at an amount equivalent to a full length of stay based on the relevant room rate
- 如客人未能在预订日按期入住, 须向饭店支付全程需入住期间的取消费用。

No of

Rooms

房间数

Room Type:

房间类型

First Name

名

- 2) Any change of dates result to a reduction of stay or reservations cancelled within 30 days prior to the expected arrival, will result in a late cancellation charge equivalent to full duration of stay, all the late cancellation charges are based on the relevant room rate outlined above.
- 如在入住到达前30天内收到任何书面的取消预订或因日期变更而导致入住天数缩短的通知, 饭店将从您的信用卡中收取预订间夜的全部费用作为违约金。
- 3) The deadline for making reservations is 14 Aug 2020 after which accommodation is subject to availability at prevailing rates.
- 以上提及的所有预留客房在**2020年8月14日**前, 仍未被确认的将被取消或被酒店重新销售。在此日期后增加的客房预订将以酒店当时的房价及出租状况而定。
- 4) Accommodation at the rates quoted is available only to registered delegates of the above meeting and can only be made using this form.
- 以上房价只适用于参加此次大会的参会人员
- 5) All reservations must be guaranteed by one night room rate advance deposit or by use of a major credit card.
- 任何客房预订都必须在提前交纳一晚房费的押金或上述信用卡作为房间担保的情况下方予确认。
- 6) Any balance charges, room and incidentals must be settled upon departure.
- 任何剩余房费和个人消费需要在离店前一次性付清。
- 7) Check in time is at 14:00. To guarantee check-in time before 14:00, please book one night before. The room charge will be based on the daily room rate
- 安排办理入住手续时间为下午14:00。如确保入住时间为中午14:00之前,请提前一晚预订. 房价将根据上述价格。
- 8) Check out is at 12:00 noon.. Late check out can be arranged from 12:00 to 18:00 chargeable at 50% of the rate quoted. Check out after 18:00 is subject to a one-night charge.

All late check out request is subject to availability.

- 办理退房手续时间为中午12:00之前。如果贵公司的客人需要在12:00至下午18:00点期间退房,需收取50%的房价。若18:00后退房,需收取一天的房费。
- 9) The above room rates will be valid for 3 days prior to and 3 days after the main conference date. All reservation is subject to Hotel availability.
- 上述价格只适用于该会议前后三(3)天,所有提前及续住房间的预订确认应视饭店出租率而定。
- 10) Please note that any changes or cancellations made to your reservation have to be notified in writing to the hotel.
- 任何取消和变更已预定的房间, 需用书面的形式通知饭店