

**HOTEL EQUATORIAL HO CHI MINH CITY**  
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**ROOM RESERVATION FORM**  
 INSTITUTE OF INTERNATIONAL EDUCATION

NEW RESERVATION       AMENDMENT       CANCELLATION

**GUEST INFORMATION**

Name : Mr/Mrs/Ms/Group \_\_\_\_\_  
 Company name : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Arrival Date : \_\_\_\_\_ Flight/Time \_\_\_\_\_ Airport Transfer In  Yes  No  
 Departure Date : \_\_\_\_\_ Flight/Time \_\_\_\_\_ Airport Transfer Out  Yes  No  
 Airport Transfer rate :  USD 35.00 ++ per limousine per way ( max 2 persons )

Room category	Room rate USD++ Single/Double	No. of Rooms	No. of persons	Room preference (Smoking/Non smoking/ Others)
Deluxe	USD 133++			
Executive Deluxe	USD 143++			
Club Deluxe	USD 158++			
Club Executive	USD 178++			

- All above rates are per room per night basis, subject to 5% service charge and 5% Value Added Tax.
- Rates inclusive of international buffet breakfast & valid 2009 only.
- Room categories are subject to the availability of the time of reservation.
- Please kindly send your booking before 15 August 2009.

I/We agree to guarantee this reservation by credit card listed below:

AMEX       DINERS       MASTER       VISA

Credit Card No. \_\_\_\_\_ Expiry date: \_\_\_\_\_

**Terms and Conditions**

In the event of any cancellation 7 days prior to arrival date or no-show on the scheduled arrival day, one night room rental will be charged to the specified credit card.

Confirmation of the room request will be notified by return fax of this reservation form.

**RESERVATION DEPARTMENT USE ONLY**

Entered by \_\_\_\_\_ Date / Time \_\_\_\_\_  
 Confirmation No. \_\_\_\_\_ Credit Approval  Yes  No  
 Checked by \_\_\_\_\_ Date / Time \_\_\_\_\_