

ACCOMMODATION BOOKING FORM

<b>GUEST NAME</b>		
<b>Title:</b>	Mr / Mrs / Ms / Dr (please circle the correct one)	
<b>Given/First name:</b>		
<b>Family/Last name:</b>		
<b>Company:</b>		
<b>Job title:</b>		
<b>Address:</b>		
<b>Passport Number:</b>	<b>Date of Birth:</b>	
<b>Tel. No.:</b>	<b>Fax No.:</b>	<b>Email:</b>

Please complete the following:

Room category	Room rate	Hotel Check In	Hotel Check Out	Single/Twin	Smoking	Non Smoking
Superior Single with <b>Breakfast</b>	RM 180.00 nett					
Superior Twins with <b>Breakfast</b>	RM 200.00 nett					
Deluxe Single with <b>Breakfast</b>	RM 230.00 nett					
Deluxe Double with <b>Breakfast</b>	RM 250.00 nett'					

All reservations are on a first-come-first serve basis and subject to room availability.

Note: Room rates are subject to 10% service charge and 5% Government taxes.

<b>FLIGHT DETAILS</b>		
<b>Arrival Date:</b>	<b>Flight No:</b>	<b>Arrival Time:</b>
<b>Departure Date:</b>	<b>Flight No:</b>	<b>Departure Time:</b>

Transportation	Yes	Yes	No
Airport Limousine Transport- RM150.00 nett per transfer * An additional surcharge of 50% is applicable for trips between 12midnight to 6.00am. Any late cancellation of no show upon arrival will be chargeable.	<input type="checkbox"/> From Airport	<input type="checkbox"/> To Airport	<input type="checkbox"/>

CREDIT CARD GUARANTEE

<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
<b>Card no.:</b>	<b>Expiry Date:</b>	(mm-yy)
<b>Cardholder's name on credit card:</b>		
<b>Signature:</b>		
<b>Our hotel check-in time is at 1400hrs &amp; check-out time is at 1200hrs.</b>		
Rooms booked will be held up to 4:00pm unless guaranteed. All rates quoted are subject to 10% service charge and prevailing taxes, per room per night. One night room charge will be applicable for any cancellation made less than 48 hours prior to arrival date. For all guaranteed bookings, one night's room charge will be imposed for any no-show of reservation.		

#### ROOM BLOCK CLAUSE

Please be advised that the guest room(s) have not been blocked for your group.  
To secure the room booking, a 100% deposit (non-refundable) of the total estimated amount will be required seven (7) days after the signing of the acknowledgement.

Our limousine service is available at the following exclusive rates: (subject to change) :-

- Hotel Equatorial to Kuala Lumpur International Airport – RM220 per way/car by Mercedes Benz
- Hotel Equatorial to Kuala Lumpur International Airport – RM150 per way/car by Proton Perdana

*\* An additional surcharge of 50% is applicable from 12midnight till 6am.*

*\*Advance reservation is required for the above service.*

#### CANCELLATION POLICY

In the event of cancellation / postponement, a written notice is required and the cancellation charges will be imposed as follows:-

- 14 days prior to arrival date: 50% of total estimated amount.
- 7 days prior to arrival date: 100% of total estimated amount.

#### **Kindly return this form to:-**

Ms. Karen Kow / Sales Manager

Phone : +60 3 2161 7777,Ext 8008

Fax : +60 3 2162 3848

E-mail : [karen@kul.equatorial.com](mailto:karen@kul.equatorial.com)