



Crambeth Allen Publishing Ltd

21-27 March 2010

Group Code:CRA240310A

FAX RESERVATION FORM BY FRIDAY, 12 MARCH 2010, thereafter is subject to availability

New Booking Amendment Cancellation

To : Martina Gao, Reservation Department	From :	_____
Email: Reservation.beijing@regenthotels.com	Company:	_____
OR		
To: Kathy Sang, Senior Sales Manager		
E-mail: ksang@regenthotels.com		
Fax : 86-10-8522-1338	Fax :	_____
Tel : 86-10-8522-1888ext 5632	Tel :	_____

Guest's Information (Details are mandatory as per requirement of the China Public Security Bureau (PSB))

Mr _____	_____	_____	_____
	Last Name		Given Name
Designation _____		Company Name _____	
Company Address _____			
Zip/City Code _____		Country _____	
Passport Number _____		Nationality _____	
Place & Date of Issue _____		Date of Birth _____	

Reservation Requirements (Details are mandatory as per requirement of the China Public Security Bureau (PSB))

Room Type <input type="checkbox"/> Deluxe at RMB1,000 net, inclusive of 15% surcharge and maximum 2 breakfasts.				
Arrival _____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date	Flight Number	ETA	Airport Transfer at RMB500.00nett/car/way
Departure _____	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date	Flight Number	ETD	Airport Transfer at RMB500.00nett/car/way

Guest's Preference

Preferred Room <input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> No Preference
Preferred Location <input type="checkbox"/> Near the lift	<input type="checkbox"/> Away from lift	<input type="checkbox"/> No Preference
Preferred Bed <input type="checkbox"/> King	<input type="checkbox"/> Twin	<input type="checkbox"/> No Preference

Payment Instructions

One (1) night deposit upon reservation.	
<input type="checkbox"/> All charges on guest's own account. Credit card details are required to confirm the booking	
Credit Card _____	
Credit Card Type/Number _____	Expiry Date _____
Card Holder's Name _____	

Cancellation & No Show Policy:

1. Cancellation with less than 3days, deposit will be forfeited and a minimum of 2 nights will be charged.
2. No show on scheduled arrival date full duration of stay will be charged and the room will be released for general sale

Dietary Requirements

Please specify:

Airport transfers is available upon request. Extra bed is chargeable at RMB350 Nett
All Rates are quoted in Ren Min Bi and are inclusive of 15% surcharge unless specified otherwise.