THE Regent BEIJING

Address: 99 Jinbao Street, Dongcheng District, Beijing 100005 P.R.C
北京丽晶酒店/中国北京东城区金宝街 99 号　邮政编码 100005

Crambeth Allen Publishing Ltd-Refining China

Group Code:CAP280312A

FAX RESERVATION FORM BY TUESDAY, 13 March 2012, thereafter is subject to availability

☐ **New Booking** ☐ **Amendment** ☐ **Cancellation**

To :	**Reservation Department**	From :	_____
Email:	Reservation.beijing@regentbeijing.com	Company:	_____
OR			
To:	**Kathy Sang, Senior Sales Manager**		
E-mail:	ksang@regenbeijing.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/Family Name) _____ (Given Name)

Designation _____ Company Name _____

Company Address _____

E-mail 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
☐ **Deluxe at RMB1300 net per room per night, inclusive of one breakfast**
☐ **Deluxe at RMB1450 net per room per night, inclusive of two breakfasts**

Arrival _____ (Date) _____ (Flight Number) _____ (ETA) Yes ☐ No ☐ Airport Transfer at RMB500.00nett/car/way

Departure _____ (Date) _____ (Flight Number) _____ (ETD) Yes ☐ No ☐ Airport Transfer at RMB500.00nett/car/way

Remarks: Guest room rates are vaild from 25 March-1 April 2012

Guest's Preference

Preferred Room	☐ Smoking	☐ Non Smoking	☐ No Preference
Preferred Location	☐ Near the lift	☐ Away from lift	☐ No Preference
Preferred Bed	☐ King	☐ Twin	☐ No Preference

Payment Instructions

One (1) night deposit upon reservation.

☐ All charges on guest's own account. Credit card details are required to confirm the booking.
Rooms are only confirmed for bookings with payment made.

Credit Card _____ (Credit Card Type/Number) _____ (Expiry Date)

Card Holder's Name _____

Cancellation Policy:

1. Cancellation with less than 5 days, deposit will be forfeited and a minumum of 1 night 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

Guest Signature _____