

AVCJ Japan Forum (June 19-22)

FAX / EMAIL RESERVATION FORM

(When your reservation is confirmed, it will be sent by Conrad Tokyo)

New Booking

Amendment

Cancellation

Repeat Guest

To	Rooms Reservations Department Conrad Tokyo	From :	_____
E-mail:	reservations.conradtokyo@conradhotels.com	Company:	_____
Fax :	+81-3-6388-8001	Fax :	_____
Tel :	+81-3-6388-8888	Tel :	_____
		E-mail:	_____

Guest's Information

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

Reservation Requirements *Special Room rate with Breakfast Period: June 11 to 25, 2018.

Room Type	<input type="checkbox"/> City Room (48m ²) - JPY33,000				
	<input type="checkbox"/> Bay View Room (48m ²) - JPY38,000				
<i>Above room rates are subject to 15% service charge, 8% consumption tax and accommodation tax per night. For double occupancy, need additional JPY5,000 subject to service charge and applicable taxes.</i>					
Arrival	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	Date	Flight Number	ETA		
Departure	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
	Date	Flight Number	ETD		

Guest's Preference

Preferred Room	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> No Preference
Preferred Bed	<input type="checkbox"/> King	<input type="checkbox"/> Twin	<input type="checkbox"/> No Preference

Payment Instructions

<input checked="" type="checkbox"/> All charges on guest's own account		
<small>All reservations are held until 4pm on the day of arrival unless guaranteed with a credit card or deposit. Notice of cancellation must be received no later than 15:00 the day before arrival date to avoid a cancellation penalty equivalent to one room night. If hotel cannot hear from you before the time and penalty equivalent to total released room nights will be charged to below credit card. In the event of a no-show, the cost equivalent to one-night room rate and also the 100% cancellation penalty of rest of total room nights which will be canceled are going to be charged to below credit card.</small>		
Credit Card	_____	_____
	Credit Card Type/Number	Expiry Date
Card Holder's Name	_____	

Remarks

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Hotel Confirmation

Room Rate	Confirmation Number	Confirmed by	Date
JPY <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Kindly send your reservation form by 4th of June, 2018. After this date rooms are subject to availability.

RESTRICTIONS

- Room Types and Bed types are subject to rooms availability
- Check-in Time : 15:00, Check-out Time : 12:00
- Cancellation after 48hours before arrival is subject to one night charge