Fairmont
MAKATI

ROOM RESERVATION FORM

2018 AVCJ Forum

Makati City, Philippines
Block code: AVCJ1018

Please email the Room Reservation Form to reservations.makati@fairmont.com and maan.galisim@fairmont.com.
Rooms are subject to availability upon receipt of reservation form.

A. Room Reservation Request

Title : ☐ Mr ☐ Mrs ☐ Mdm ☐ Ms

Family/Last Name : _____ Given/First Name : _____

Company : _____ Designation : _____

Email Address : _____

Mailing Address : _____

City : _____ State : _____ Postal/Zip Code : _____

Country : _____ Phone : _____ Fax/Telex No : _____

B. Room Categories, Flight Details & Arrangements (Please tick appropriate box)

Check-in date: October ____, 2018

Arrival flight details (flight number and ETA): _____ at _____H Airport Pick-up Needed ☐ Yes ☐ No

Check-out date: October ____, 2018

Departure flight details (flight number and ETD): _____ at _____H Airport Drop-off Needed ☐ Yes ☐ No

If airport transfers are needed, kindly specify car type (rates are subject to change without prior notice):

☐ Toyota Camry Php 2,938 Nett per way
☐ BMW 5 Php 3,743 Nett per way
☐ Toyota Grandia Van Php 3,335 Nett per way

Fairmont Makati	Special Room Rates	Room Preferences	
☐ Fairmont Room	☐ Single Occupancy (Php 8,100 ++ with buffet breakfast)	☐ King bed	☐ Twin beds
	☐ Double Occupancy (Php 9,100++ with buffet breakfast)	☐ Smoking	☐ Non-smoking

Smoking preferences and bed types are subject to availability upon submission of the accomplished form.
If your preferred room category is no longer available, the Hotel will notify you the soonest possible time.

Room requests (please specify) _____
Note: Room requests will be accommodated, subject to availability.

Important Notes:

1. **Room Rates are in Philippine Pesos.**

2. **Room Rates are subject to 12% VAT, 0.6% City Tax and 10% Service Charge.**

3. **Room Rates are applicable to 2018 AVCJ Forum delegates and are in effect two days prior to and post conference, subject to availability.**

4. **Room Rates shown are per room / per night and includes complimentary buffet breakfast.**

5. **Internet Access.** Wireless High Speed Internet Access is in public Areas of the hotel. Guestrooms include complimentary cable and wireless high speed internet access.

6. **Reservations received after September 24, 2018 will be subject to room availability.**

7. **Check-In/Out.**
The official check-in time is 2:00 pm and the check-out time is 12:00 noon. Early and Late check is subject to availability and cannot be guaranteed.

If you are arriving between midnight and 2:00 pm or wish to occupy the room before 2:00 pm, placing a reservation a night prior to the arrival date is recommended.

Requests to retain rooms beyond the check-out time should be directed to the Front Desk once the booking is registered and the charges will be applicable.

8. **Payment.** Delegates must provide credit card information to reserve a room. Rooms WILL NOT be held without provision of credit card information and all pertinent registration details, including arrival and departure dates. Delegates are responsible for their own guest room and incidental charges chargeable on checkout.

9. **Cancellation Fees and No-Shows.**

If cancellation is received **prior to 5:00 pm (GMT+8) September 24, 2018** - no cancellation fee.
One night room charge will be applicable for cancellation **made on/after September 24, 2018 at 5:00PM (GMT+8)**.

Cancellations 14 days prior arrival, as well as no-shows/cancellation on day of arrival will be charged equal to the amount of the entire booking. Substitution of Delegate at no cost may be permitted for the same period and room category as originally booked and may result in abatement of cancellation fees. Delegate is responsible for all fees assessed by Hotel in connection with cancellation or now-show.

10. **Cancellation Notice.** It is the Delegate's responsibility to ensure cancellation is made in writing to Fairmont Makati Sales Contact Maan Galisim Email: maan.galisim@fairmont.com and to avoid cancellation charges.

11. **Substitution of Delegate.** Hotel will allow delegate substitution without penalty for the same arrival/departure pattern and at the same room rate only prior to September 24, 2018. Delegate hotel cancellation fees may be abated and only if Delegate substitution takes place. Delegate substitution is made on a first-come basis assuming full registration. It is the Delegate's responsibility to request substitution in writing to Fairmont Makati Sales Contact Maan Galisim Email: maan.galisim@fairmont.com.

Fairmont Makati
1 Raffles Drive, Makati Avenue
Makati City 1224
Philippines
TEL: +632 555-9888; 1-800-0441-1414
FAX: +632 555-9716
EMAIL: reservations.makati@fairmont.com and maan.galisim@fairmont.com
WEBSITE: www.fairmont.com/makati/

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C. Reservation Guarantee

The hotel will send a Securepay link to obtain the credit card details required to fully secure the room requested.

Kindly specify the email address for this purpose: _____

Terms & Conditions:

- **Rooms will be confirmed only if guaranteed by credit card.**
- **Cancellation policy will apply as stipulated on page 2 (number 9).**
- **3rd party payment requires a processing time of at least 14 banking days prior to arrival.**

Official Use

Taken By : _____ Date/Time : _____

Confirmed By : _____