

Grand Hyatt Beijing – Reservation Form
IPO Meeting Group
Block Code: IPOM
22 - 25 October 2017

Please return this form before
Friday, 22 September, 2017.
Group Reservations Department
Grand Hyatt Beijing
Beijing Oriental Plaza, 1 East Chang An Avenue
People's Republic of China
Phone: 86 10 6510 9373 / 86 186 0009 5855
Fax: 86 10 6510 9508
Email: eylina.liu@hyatt.com

RESERVATION DETAILS

Check-in Date: _____ Arrival Flight: _____ ETA: _____
Check-out Date: _____ Departure Flight: _____ ETD: _____
Last Name: _____ First Name: _____
Company: _____ Title: _____
Booking Contact: _____ Phone: _____
Fax: _____ Email: _____

<u>Room Type</u>	<u>Group Rate (Single/Double)</u>	<u>Number of Rooms</u>	<u>Number of Adults/Children</u>
Grand Room	CNY1,100+ / CNY1,180+	_____	_____
Grand Premium Room	CNY1,400+ / CNY1,580+	_____	_____
Grand Suite	CNY1,500+ / CNY1,680+	_____	_____
Club Room*	CNY1,650+ / CNY1,900+	_____	_____
Club Deluxe Room*	CNY1,750+ / CNY2,000+	_____	_____
Club Suite*	CNY2,400+ / CNY2,650+	_____	_____

Preference: Extra bed available at CNY180+ Twin
Loyalty Program: World of Hyatt # Frequent Flyer (Airline / FF#):

Remarks:

- All rates quoted are subject to 15% charge (inclusive of service charge and tax) on a per room per night basis. Rates are inclusive of one buffet breakfast at Grand Café on level 2 for Grand Room. Guests residing in Grand Club Floor will enjoy breakfast at the Grand Club Lounge on level 17.
- All Grand Club Guests are entitled to one daily complimentary continental breakfast and evening cocktails serviced in the executive Grand Club Lounge. A supplement of CNY250+15% per person daily is applicable to any additional person for Grand Club bookings.
- Twin beds are available only for Grand Rooms and Club Rooms and Grand Suite.
- If the specific room type is full, we will reserve the next category of rooms available.
- Preferences indicated are not on guaranteed basis but subject to availability.

TRANSPORTATION

Limousine Transfer Required: Audi A6L between the Beijing Capital Int'l Airport and the Hotel can be arranged at CNY800 net per car per way. Arrival Departure

RESERVATION GUARANTEE

A credit card guarantee is required at the point of reservation. Any non-guaranteed reservations will automatically be released by **Friday, 22 September, 2017** without prior notice. Any late cancellation after **Friday, 22 September, 2017**, no shows and early departures will result in full payment of entire stay. This fee will automatically be charged to the credit card given as guarantee.

Guest Name: _____
Guaranteed by: Credit Card: AMEX / Diners / JCB / MasterCard / Visa
Cardholder's Name: _____ Signature: _____
Credit Card Number: _____ Expiry Date: _____

TERMS AND CONDITIONS

- To enjoy the room block of IPO Meeting Group, this form is required to reach the hotel by Friday, 22 September, 2017. Reservation received thereafter will be confirmed subject to availability at prevailing rates.
- Check-in time is after 14:00hrs. Check-out time is before 12:00hrs. For any guests who would like immediate guaranteed access to their rooms prior to 14:00hrs check-in time, the room should be reserved from the previous evening. This will incur an additional one-night accommodation charge.
- Any no-show on the specified date of arrival or early check-out on the specified date of departure will be charge for the whole duration reserved as cancellation fee.
- By providing above mentioned credit card details, cardholder agrees to the reservation guarantee policy.
- We would be delighted to honor the group rate two (2) nights prior to and two (2) nights after the main group dates. However, additional reservation requests will be subject to availability only.

For Hotel Use Only

Confirmation Date _____

Confirmation No. _____