

Please return this form no later than

Friday 18 October 2019

Ms. Jane Liu- Reservation Department

The Peninsula Beijing

8 Goldfish Lane, Wangfujing, Beijing 100006

The People's Republic of China

Tele: +86 10 8516 2888

Fax: +86 10 6510 6304

E-mail: Janeliu@peninsula.com

THE PENINSULA

B E I J I N G

王府半岛酒店

IPO Beijing Meeting Group

RESERVATION FORM (One Form is required for Each Reservation)

(PLEASE PRINT IN CAPITAL LETTERS)

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</u>	<u>Number of Rooms</u>	<u>Number of Adults / Children</u>	<u>Preference</u>
3 - 9 Nov 2019				
Deluxe Suite	RMB1,700 + 16.6%	/	<input type="checkbox"/> King Bed <input type="checkbox"/> Twin Bed

- Remarks:
- The rate quoted is subject to 16.6% surcharge on a per room per night basis.
 - The rate quoted is subject to availability after **18 October 2019**(group cut-off date).
 - Room type & bedding type will be subject to availability upon reservation.
 - Room rate includes of daily breakfast for maximum of two persons at The Lobby.

TRANSPORTATION

Limousine Transfer Required: Hotel private limousine can be arranged at RMB980+6% per car Arrival Departure per way

Cancellation Policy: Minimum of 48 hours' notice prior to arrival is required. Notice given with less than 48 hours' notice will result a 100% cancellation fee.

RESERVATION GUARANTEE A credit card guarantee is required at the point of reservation

Guest Name:

Guaranteed by: Credit Card: AMEX / Diners / JCB / Master Card / Visa

Card Holder's Name: Signature:

Credit Card Number: Expiry Date:

CANCELLATION

Any non-guaranteed reservations will be released automatically without prior notice by **Friday 18 October 2019**.

Any cancellation/shorten stay received after reservation confirmed, **will result in 100% payment of the entire stay**. This fee will automatically be charged to the credit card provided as a guarantee.

TERMS AND CONDITIONS

- To enjoy this room block, this form must reach the hotel by **Friday 18 October 2019**. Reservations received thereafter will be subject to availability and prevailing rates.
- Check-in time is after 3:00pm. Check-out time is 12:00 noon. Late check-out can be arranged until 6:00pm at 50% of the rate quoted. Check-out after 6:00pm is subject to a one-night accommodation charge. All late check-out requests are subject to availability.
- Any no-show or early check-out will incur a charge for the whole duration reserved as the cancellation fee. This fee will automatically be charged to the credit card provided as a guarantee.
- By providing the above mentioned credit card details, the cardholder agrees to abide by the reservation guarantee policy.