

ACCOMMODATION RESERVATION FORM

DEPARTMENT OF CIVIL AVIATION MALAYSIA ICAO International Aviation and Environment Seminar 28 to 29 October 2014 and States' Action Plans Seminar 29 to 30 October 2014

 New Reservation

 Amendment

 Cancellation

COMPLETE DETAILS IN FULL

Title: Mr / Mrs / Ms / Dr (please circle one)	
Given/First name:	
Family/Last name:	
Company:	
Job title:	
Address:	
Passport Number:	Date of Birth:
Tel No.:	Fax No.:
Email:	
Arrival Date:	Flight No.:
Arrival Time:	
Departure Date:	Flight No.:
Departure Time:	
No of Room (s):	No of Guest (s):

ROOM CATEGORY	ROOM RATE	ROOM TYPE			SPECIAL REQUEST	
		King	Twin	Extra bed	Smoking	Non-smoking
Deluxe	RM295.00++ (RM342.20nett)					
*Premier Room	RM395.00++ (RM458.20nett)					
*Premier Executive Room	RM425.00++ (RM493.00nett)					

- Rates quoted are subject to 10% service charge and 6% government tax
- All room rates above are inclusive of breakfast to a maximum of 2 persons per room and complimentary WiFi access
- Extra bed is not applicable in Premier Room and Premier Executive Room
- Extra bed is chargeable at RM100.00++ (RM116.00nett) per night inclusive of breakfast for Deluxe room only
- Rooms are subject to availability upon confirmation

* The Premier Privileges are as follow:

- Minimum 2-nights stay : a complimentary one-way limousine transfer from KLIA to Concorde Hotel KL per stay
- Minimum 3-nights stay : a complimentary one-way limousine transfer from KLIA to Concorde Hotel KL per stay and one of the following (1 person only per stay):
 - i) International Buffet Dinner at Melting Pot Café
 - ii) In-house massage therapy
 - iii) Hair wash & blow or manicure or pedicure at our in-house hair salon
- Private check-in and check-out at Premier Lounge
- Private breakfast venue at Spices Restaurant & Wine Bar
- Two (2) pieces of complimentary laundry daily

... the Privileges are complimentary, they are non-accumulative and not exchangeable

AIRPORT TRANSFER			
Arrival	RM160.00nett per car from KLIA to Concorde KL (max 3 person in a car)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	RM170.00nett per car from KLIA2 to Concorde KL (max 3 person in a car)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Departure	RM160.00nett per car from Concorde KL to KLIA (max 3 person in a car)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	RM170.00nett per car from Concorde KL to KLIA2 (max 3 person in a car)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

- A surcharge of 50% will be levied for transfer between 0000hrs to 0600hrs

GUARANTEE			
<input type="checkbox"/> Visa	<input type="checkbox"/> Master	<input type="checkbox"/> Amex	<input type="checkbox"/> JCB <input type="checkbox"/> Diners
Issue Bank:			
Credit Card no:		Expiry Date:	(mm/yy)
Full name of Card Holder:			
<p>I hereby authorize Concorde Hotel Kuala Lumpur to debit my credit card for the amount of _____</p> <p>Please attach a copy of front and back of the credit card.</p> <p style="text-align: right;">Signature of Card Holder: _____</p> <p style="text-align: right;">Date: _____</p>			

- Cancellation within 7 days prior to arrival subject to 1 night room charge
- Cancellation within 48 hours or no show, full length of stay will be levied
- A full day charge will apply if you require the hotel to pre-block the room one day in advance in order to guarantee early check in
- Check in time is from 1500hrs and check out is 1200hrs. Early check in or late checkout requests are subject to room availability. A nominal charge applies for late checkout request
- All special requests will place on top priority and subject to availability on arrival

FAX / EMAIL ACCOMMODATION RESERVATION TO

Reservation Department

Tel : +603 2144 2200
 Fax : +603 2144 1911
 Email : kl@concorde.net