

Grand Hyatt Beijing - Reservation Form
B20 Anti-Corruption Forum (Booking Code: B20C)
26 – 27 April 2016

Please return this form before **Mon, 18 Apr 2016** to
grouppreservation.beigh@hyatt.com

Group Reservations Department
Grand Hyatt Beijing
Beijing Oriental Plaza, 1 East Chang An Avenue
People's Republic of China
Phone: +86-10-8518-1234 ext. 6507
Fax: +86-10-6510-9558

RESERVATION DETAILS

Check-in Date: _____	Arrival Flight: _____	ETA: _____
Check-out Date: _____	Departure Flight: _____	ETD: _____
Last Name: _____	First Name: _____	
Company: _____	Title: _____	
	(Mr/ Ms/ Mrs/ Dr)	
Booking Contact: _____	Phone: _____	
Fax: _____	Email: _____	

<u>Room Type</u>	<u>Room Rate (Single/Double)</u>	<u>Number of Rooms</u>	<u>Number of Adults/Children</u>
Grand Room	<input type="checkbox"/> CNY 1,400 / 1,580	_____	/
Grand Premium Room	<input type="checkbox"/> CNY 2,100 / 2,280	_____	/
Grand Suite	<input type="checkbox"/> CNY 2,200 / 2,380	_____	/
*Club Room	<input type="checkbox"/> CNY 1,950 / 2,200	_____	/
*Club Deluxe Room	<input type="checkbox"/> CNY 2,350 / 2,600	_____	/
*Club Suite	<input type="checkbox"/> CNY 2,700 / 2,950	_____	/
*Grand Executive Suite	<input type="checkbox"/> CNY 5,050 / 5,300	_____	/

Bed Type: King Twin Extra bed available at CNY180+

Loyalty Program: Gold Passport # _____ Frequent Flyer (Airline / FF#): _____

Remarks: _____

- All above rates are subject to 15% surcharge on a per room per night basis, inclusive breakfast at Grand Café for Grand Room, Grand Premium Room and Grand Suite.
- For *Club rooms, guests are entitled to exclusive Grand Club Lounge benefits.
- Room assignment will be subject to availability at the time of the confirmation.

TRANSPORTATION

Limousine Transfer Required: Arrival Pickup Departure Transfer

Beijing Capital International Airport at CNY700 net per way per car (Audi A6L) with Meet & Greet services.

Airport transfer may only be confirmed with flight details.

RESERVATION GUARANTEE

A credit card guarantee is required at the point of reservation. Any non-guaranteed reservations will automatically be released by **Mon, 18 Apr 2016** without prior notice. Please note that any cancellations of guaranteed reservations made after **Mon, 18 Apr 2016** will be charged to the given credit card for the whole duration reserved.

Guaranteed by Credit Card: AMEX Mastercard Visa Other: _____

Cardholder's Name: _____ Signature: _____

Credit Card Number #: _____ Expiry Date: _____

TERMS AND CONDITIONS

- To enjoy the room block of **B20 Anti-Corruption Forum** this form is required to reach the hotel by **Mon, 18 Apr 2016**. 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 night. This will incur an additional one-night accommodation charge.
- Any cancellation after **Mon, 18 Apr 2016**, no shows or early departures will be charged for the entire period of stay. This fee will automatically be charged to the credit card given as guarantee.
- By providing above mentioned credit card details, cardholder agrees to the reservation guarantee policy.
- The above credit card number will serve to guarantee the room reservation and authorize Grand Hyatt Beijing to charge in any above circumstance.