

The
IMPERIAL

TARA HOTEL | BANGKOK

(ITR 24.06.09)

Hotel Reservation Form

Commission on Higher Education Conference
July 15-18, 2009

Please insert here the telephone, fax number and e-mail address of person who handle the booking before forwarding to hotels

Family Name : _____ First Name : _____ (Mr./Mrs./Ms.)

Passport Number : _____ Address : _____

E-mail Address : _____ Telephone No. _____ Fax No. _____

Arrival Date : _____ Arrival Flight / Time : _____

Departure Date : _____ Departure Flight / Time : _____

Room Accommodation

Imperial Tara Hotel : Tel: + 66 (0) 2259 2900 Fax: + 66 (0) 2259 2896 E-mail: info@imperialtara.com

Number of rooms : _____ Smoking room Non-smoking room

Thai Delegates

Standard Single Occupancy at Baht 1,200 net/room/night Standard Twin or Double Occupancy at Baht 1,400 net/room/night

Deluxe Single Occupancy at Baht 2,200 net/room/night Deluxe Twin or Double Occupancy at Baht 2,400 net/room/night

Complimentary:

*Daily Buffet Breakfast * Welcome drink *Welcome tropical fruit in room upon arrival *Tea & Coffee set in room

* Complimentary use of Fitness Center (except sauna & steam, massage) * Daily English newspaper *Late check-out until 2:00 p.m.

The above rates are inclusive of 10% service charge and applicable government tax.

Terms and Conditions:

- The booking must be made through the hotel; the booking will be forwarded to the hotels organizer by the hotel. All bookings must be made to the hotel by **June 30, 2009**
- All bookings have to supply credit card number to guarantee the accommodation.
- Cancellation received seven (7) days or less prior to guest's scheduled of arrival will result in a cancellation fee equivalent to one night accommodation charge. The cancellation charge will be charged against the guest's credit card.
- All cancellation must be received in writing and directly to the hotel.
- No show will be subjected to a fee equivalent to one night accommodation charge.
- The rates will be applicable **3 days before and after the convention** subjected to availability.
- The official check-in time is after 14:00 hrs. Should room(s) be required for early occupancy; (before 14:00 hrs.), reservation(s) covering the night before is recommended;
- Check-out time is 12:00 hours on day of departure. Complimentary late check out until 14:00 hours and is subjected to availability. Late check out from 14:00 – 18:00 hours will be subjected to 50% of accommodation charge and late check out after 18:00 hours will be subjected to one-night accommodation charge.

Method of Payment: * Please attach copy of both sides of your credit card *****

AMEX VISA Master Card Diners Club

Credit Card Number _____ Cardholder's Name _____

Cardholder's Signature _____ Expiry Date _____

REMARK : Credit card details are used to guarantee the reservation. The full payment should be settled in full upon departure. In case of cancellation or no-show, the charge will be applied to your credit card. Please see the cancellation, no-show and change policies.

Agreement :

To confirm your reservation as per above details and to authorize charges in case the cardholder could not follow the above terms and conditions, please sign to acknowledge your acceptance of applying cancellation, no-show and change penalty charges to your credit card.

_____ (Authorized Signature)

_____ (Authorized Name)