

港澳中心瑞士酒店
swissôtel BEIJING

ROOM RESERVATION FORM

China Power & Alternative Energy Summit 2007

Hotel Contact Person: Mr. David Zhang Tel: 86-1065532288 x 2206

Fax: 86-10 65014255 E-mail: cateringsales.beijing@swissotel.com

Guest Name: _____

Mr/Mrs/Ms:

Arrival Date: _____

Departure Date: _____

Flight No. _____ ETA: _____
_____ ETD: _____

Flight No.

Pick-Up: Yes No

Drop-Off: Yes No

Select	Room Type	Daily Room rate (RMB) Single / Double	Note
<input type="checkbox"/>	Superior Room	880.00/980.00	1. The left rates are subject to 15% surcharge and inclusive daily buffet breakfast. 2. RMB 210.00 charge applies for extra bed in guest rooms.
<input type="checkbox"/>	Swiss Advantage Room	1080.00/1180.00	
<input type="checkbox"/>	Swiss Executive Club	1380.00/1480.00	
<input type="checkbox"/>	Junior Suite	1687.00/1826.00	

1. Reminder:

- All reservations are based on first come first serve, if your preferred room type has been filled, a room with one level higher will be reserved for you with your approval.
- The hotel will send a confirmation letter with confirmation number.

2. Guarantee:

- The official check in time is 14:00 hrs. 100% of daily room rate will be applied for one night pre-block for early check-in before 14:00.
- The official check-out time is 12:00 hrs. 50% of daily room rate will be applied for late check out between 12:00 to 18:00 hrs on the day of departure.

- 100% of daily room rate will be applied for any extensions after 18:00 hrs. Any extensions are subject to room availability and will be at the discretion of the hotel.
- The above are our hotel policies. However if you have special request on early check in and late check out, we will assist whenever possible and special reasonable considerations can be made and is subject to our room availability of the hotel.
- A deposit with one night room charge upon making reservation is required to guarantee your booking. The deposit can be paid to the hotel either with credit card or by bank transfers to the account of the hotel. In the case of bank transfer, a copy of the remittance advice should be forwarded for us to trace with the bank.

Credit card information

Credit Card # _____ Expiration Date _____

Card Holder Name _____ Signature _____

- For guaranteed booking, no cancellation fee will be charged for cancellations received by the hotel at 24:00 hrs prior to check in, in writing or via fax or email. Otherwise, no deposit will be refunded.
- **Request**
 Smoking Room Non-smoking Room kings size bed two single beds
- **Others**
