

# Beijing BISS International School

February 23 to 27, 2010

## ACCOMMODATION REQUEST FORM

Must be completed separately for each room  
and faxed to hotel not later than- January 23<sup>h</sup>, 2011

### Radisson BLU Hotel Beijing

Phone: +86 010 5922 3388, Fax: +86 010 8460 2346, E-mail: [reservations.beijing@radissonblu.com](mailto:reservations.beijing@radissonblu.com)

#### I. Room Reservations:

Guest's First Name	Guest's Family Name	Arrival Date	Departure Date

Please tick Your Preferred Room Type & Rate

	Single Occupancy	/	Double Occupancy
Standard Room Rates:	<input type="checkbox"/> CNY 400		<input type="checkbox"/> CNY 500
Deluxe Room Rates	<input type="checkbox"/> CNY 600		<input type="checkbox"/> CNY 700
Royal Club Room Rates	<input type="checkbox"/> CNY 800		<input type="checkbox"/> CNY 900

- All the room rates are per room per night, inclusive 15% service charge, and are payable in Chinese CNY by credit card or cash.
- All Room Rates include complimentary buffet breakfast and access to the hotel fitness center, pool & sauna.
- Free high speed internet access in guest rooms and public area for all residing guests
- Royal Club Rooms' feature: Sitting Area, Work Desk as well as Royal Club lounge access for complimentary Buffet Breakfast, all day coffee/tea, and Evening Cocktails & Hors d'Oeuvres.

#### Special Requests (please circle):

Smoking / Non Smoking

Double Bed / Twin Bed

**All room reservations must be guaranteed for arrival with completed credit card information below.**

Please contact hotel for rates & information regarding airport pick up service or Suites request.

Guest Contact Information	Phone	Fax	E-mail

Please leave your full contact information to ensure a written confirmation can reach you.

#### 2. Terms & Conditions

- 1) Accommodation at these rates is subject to availability.
- 2) Accommodation requests are not considered as definite bookings until a written hotel confirmation is received by the guest.
- 3) Please note that any changes made to your reservation must be notified in writing by fax to the hotel.
- 4) The deadline for making reservations is **January 23<sup>rd</sup> 2011** after which rooms are subject to availability.
- 5) Check-in time is 15:00. Room assignment prior to this time is subject to availability. Check-out time is 12:00 noon.
- 6) Room cancellations made at least 30 days prior to the arrival day will not be charged a cancellation penalty. For cancellations made less than 30days but more than 14 days prior to arrival, the hotel may charge 50% of first night room rate, For Cancellations made less than 14 days but more than 3 days prior to arrival, the hotel may charge first night room revenue, In case of "no-show" or cancellation made less than 3 days before date of arrival, hotel will charge 2 nights room rate by the method of guarantee provided.

I hereby authorize Radisson BLU Hotel Beijing to use my credit card account below for accommodation guarantee in accordance with the Rates, Terms, and Conditions indicated in this document.

CREDIT CARD TYPE	NUMBER	EXPIRE DATE
CARDHOLDER NAME	SIGNATURE	