Hotel reservation will be made by filling out all the necessary information on this form and by sending it to the below email address or fax number. The Hotel will send you a confirmation fax upon the receipt of this form.

请将此预定单填写完整并发邮件至reservation@hiexjs.com 或电话:(86-21) 60561899-5206

 Attention: **Reservations Department** **E-mail:**reservation@hiexjs.com  **Tel: (**86-21) 60561899-5206

 **Sales Contact:** Kelvin li  **E-mail:** kelvin.li@hiexjs.com  **Tel:** 13817611427

|  |  |  |  |
| --- | --- | --- | --- |
| Guest Name 客人姓名: | Mr□/ Ms□ / Miss□ （先生/女士/小姐） | **\_\_** | **\_\_** |
|  | Circle One 请选择一项  | Last Name 姓 | First Name 名 |
| Job Title职别:  | **\_\_** | Company公司:  | **\_\_** |
| Tel No电话.: | \_\_ | Mobile移动电话:  | **\_\_** |
| Email邮箱: | \_\_ | Fax No.传真号码: | **\_\_** |
| Nationality国籍: | \_\_ | Passport No.护照号码: | **\_\_** |
| Arrival Date： 到店日期: | \_26th Sep,2020  | Departure Date： 离店日期: | **\_**29th Sep,2020**\_** |

# HOTEL ROOM -

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|  |  |  |
| --- | --- | --- |
| **Room Category 房型** | **Special Rate****协议房价** | **Please tick one√****请选择一项打勾√** |
| **King bed****大床房** | RMB 300 含一份早餐 (one breakfast) |  |
| **Double bed****双床房** | RMB 300 含两份早餐 (two breakfast) |  |

* All quoted special room rates are net and inclusive of 10% service charge and 6% Tax.

以上协议价格已包含10%的服务费和6%税费。

* All quoted special rates are inclusive of high speed internet access in room.

以上协议价格包含房间内高速宽带上网。

* All quoted special rates are inclusive of one daily Buffet Breakfasts for single occupancy is charged at RMB158 surcharge per person per day.

以上协议价格根据入住人数包含一份。另加早餐价格为人民币38元每位每餐。

* Check in time: after 15:00pm; check out time: before 12:00 noon.

登记入住时间为下午3点，离店退房时间为中午12点。

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Special requests：特殊要求: | \_\_ | Single单人 | \_\_ | Twin双人  | \_\_ | Double大床 |

Please describe below if you have any other special requirements（如果有以下要求请填写）：

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GUARANTEE & CANCELLATION（担保&取消）**

* All reservations need to be guaranteed for full stay by credit card or hotel has the right to release the bookings without prior notice. Please fill in the Credit Card information required below.

所有的预定需要用信用卡担保，否则酒店将取消保留的房间并不另行通知。请按要求填写以下信用卡信息。

* Penalty charge for Cancellation/No Show取消房间/未入住
* Any cancellation after 25thSep 2020, one night’s room rate will be applied. 2020年09月25日以后取消房间，将收取1晚房费
* Any no-shows on the scheduled arrival date will be subject to a no show penalty equivalent to the one night’s room rate.

任何预定但未入住的客人将被收取相当于1晚房费的未入住费用。

* **如有预订变更，请至少提前一天与酒店预订部联系，若预订未入住，将收取该预订首晚房费**

**CREDIT CARD** - Please be advised that the reservations will not be guaranteed unless the following information is provided.

|  |  |  |  |
| --- | --- | --- | --- |
| Card Name持卡人姓名  | **\_\_** |  Card Number卡号 | \_\_ |
| Expiry Date有效期至 | **\_\_** | Card type卡片类型 | \_\_ | Expiry Date有效期至 | **\_\_** |

***PS-Please return back this form no later than 12th Sep.2020 .Otherwise room will accord to hotel availability after 12th Sep 2020.***

***注：请在2020年09月12日前回传此预定单。2020年09月12日以后的预定根据酒店的入住率来定。***

***I understand that I am liable all for one-night stay room expenses, tax and service charge, which will be deducted from my credit card if I fail to arrive ( no-show) or cancel the room reservation . Registering with the Hotel and all room and incidental expenses will be paid upon check-out.***

***我明白我将承担从我的信用卡中扣除一晚的客房费用，税收，和服务费如果我没有入住或是当天取消房间。所有的房费和杂费会在我退房时付清。***

For hotel use only 酒店填写

Confirmed by 确认人 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date 日期 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmation number 确认号 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_