

**APAC ANNUAL MEETINGS ACCOMMODATION RESERVATION FORM TEMPLATE**

*(This template is an example only; the contents may be amended as appropriate)*

|  |  |  |  |
| --- | --- | --- | --- |
| *Hotel Name* | | | |
| *Hotel Address* | | | |
| *Hotel Tel:* |  |  |  |
|  | |  | |

|  |  |
| --- | --- |
| **Ask for “special APAC 201X rate” of** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Guest Name: Mr/Ms/Dr | | | |  | | | |  |  | |
|  | | | | Given Name | | | |  | Family Name | |
|  | | | | | | | | | | |
| Organisation | | |  | | | | | | | |
| Address: | | |  | | | | | | | |
|  | | |  | | | | | | | |
|  | | |  | | | | | | | |
|  | | |  | | | | | | | |
|  | | | | | | | | | | |
| Tel: |  | | | |  | Email: |  | | | |
|  | | | | | | | | | | |
| Check in Date: | |  | | |  | Check Out Date: | | | |  |
|  | | | | | | | | | | |
| Check in Time: | |  | | |  | Check Out Time: | | | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Room Type (please tick relevant box) | | | | | | | | |
|  | Single |  | | Double | |  | | Twin |
|  | | | | | | | | |
|  | Non-smoking | |  | | Smoking | | | |
|  | | | | | | | | |
| One night’s room deposit: cheque/credit card | | | | | | | Please debit my credit card  for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | | Visa/Mastercard/American Express | | | | | | |
|  | | | | | | | | |
| Card Holder’s Name: | | |  | | | | | |
| Card No: | | |  | | | | | |
| Expiry Date: | | |  | | | | | |
| Signature: | | |  | | | | | |