

# THE IMPERIAL TARA HOTEL

## Hotel Reservation Form

### The International Federation of Head and Neck Oncologic Societies October 21-28, 2008

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

Deluxe Single room at Baht 3,200 net (US\$ 91.50.-)/room/night

Deluxe Twin or Double room at Baht 3,500 net (US\$ 100.-)/room/night

Standard Single room at Baht 2,600 net (US\$ 74.30.-)/room/night

Standard Twin or Double room at Baht 2,900 net (US\$ 82.90.-)/room/night

**\*\* Daily American Buffet Breakfast.**

**\*\* Welcome drink.**

**\*\* Complimentary use of Fitness Center**

**\*\* Welcome Fruit in room upon arrival.**

**\*\* Daily newspaper. (except sauna & steam, massage)**

**\*\* Late check-out until 2:00 p.m.**

**\*\* 10% discount on Food & Beverage (except banquet and mini bar)**

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

Rates shown above are net in Thai Baht. US Dollar rate serves as guideline only at today's exchange rate of US Dollar 1 = Thai Baht 35  
Upon settlement with hotel, currency accepted will be in Thai Baht only.

#### 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 September 22, 2008.
- All bookings have to supply credit card number to guarantee the accommodation.
- Cancellation received fifteen (15) days or less prior to guest's scheduled 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