



**2<sup>nd</sup> ASEAN SPORTS MEDICINE CONFERENCE 2018**  
**24<sup>th</sup> – 25<sup>th</sup> MARCH 2018**  
**HOTEL RESERVATION FORM**

**Participant Rate**

In conjunction with this prestigious event, Hotel Istana is offering special room rates as below:

Room Type	Single	Double
	With One Breakfast	With Two Breakfasts
Deluxe Room	RM340.00nett	RM380.00nett
Club Room	RM420.00nett	RM460.00nett
Club Suite	RM660.00nett	RM710.00nett

\* Exchange rate is subject to change base on a daily exchange rate without prior notice.

\* Rates offered are inclusive of 6% GST.

\* Extra bed request is chargeable at RM100.00nett per unit inclusive of one breakfast and is subject to availability upon check-in.

Cancellation Policy Applies:

- Cancellation received within 7 days prior to arrival, cancellation fee equivalent to the value of entire stay will be levied upon.
- In the event of 'no-show' a cancellation fee equivalent to the value of the entire stay will be levied upon.

**Important Notice :**

- o Kindly be informed that the mandatory Tourism Tax of RM10 per room per night will take effect from 1 September 2017.
- o The Tourism Tax will be paid by the guest directly to the hotel upon check out. This tax is in addition to the existing 6% GST. (Not included in the room rates).
- o Malaysians citizens, permanent residents and valid work permit holders are exempted from the Tourism tax.

**Important Note:** Kindly forward the completed booking form latest by **23<sup>rd</sup> February 2018**. Any booking form received after the date will be based on room availability. **Email : [rsvn@hotelistana.com.my](mailto:rsvn@hotelistana.com.my)**

**GUEST PARTICULARS**

Name : \_\_\_\_\_ Designation : \_\_\_\_\_  
Arrival / Check - In : \_\_\_\_\_ Flight No : \_\_\_\_\_ ETA : \_\_\_\_\_  
Departure / Check - Out : \_\_\_\_\_ Flight No : \_\_\_\_\_ ETD : \_\_\_\_\_  
Total of Night(s) Stay : \_\_\_\_\_ Email : \_\_\_\_\_ Tel / Fax No : \_\_\_\_\_

**RESERVATIONS DETAIL**

ROOM CATEGORY (Please indicate and tick below)

ROOM TYPE : \_\_\_\_\_ Single :  Double :   
Single :  Double :

Remarks : \_\_\_\_\_ Smoking :  Non – Smoking :

**BILLING INSTRUCTIONS**

We accept cash (Ringgit Malaysia) or the following credit card : **AMEX, VISA, MASTERCARD, JCB**

Payment via cheque should be made payable to **THR Hotel (KL) Sdn Bhd – Hotel Istana**

Telegraphic transfer to **Maybank Account No. 014084-325742**

Do you wish to guarantee this reservation? YES : \_\_\_\_\_ NO : \_\_\_\_\_

I hereby authorize Hotel Istana Kuala Lumpur to charge \_\_\_\_\_ to my credit card details as follows:

\*Please provide Credit Card No: \_\_\_\_\_ CVV : \_\_\_\_\_ Expiry Date : \_\_\_\_\_

**NOTE: Bookings without guarantee will be automatically released 7 working days prior to arrival date**

**LIMOUSINE ARRANGEMENT**

**Mercedes**  
Airport (KLIA) to Hotel Istana at RM250.00nett per way YES / NO Flight ETA : \_\_\_\_\_  
Hotel Istana to Airport (KLIA) at RM250.00nett per way YES / NO Flight ETD : \_\_\_\_\_

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