



GROUP RESERVATION FORM

**9TH INTERNATIONAL RUBBER GLOVE CONFERENCE & EXHIBITION
SEPTEMBER 4 - 6, 2018**

New Booking

Amendment

Cancellation

GUEST'S INFORMATION (PLEASE TYPE OR WRITE IN BLOCK LETTERS)

Guest 1:

Title :	Surname :	Given Name :
Company Name :		Designation :
Company Address :		
Zip/City Code :		Country :
Passport Number :		Nationality :
Place & Date of Issue :		Date of Birth :
Phone :		Fax :
*Email :		

Guest 2 (if sharing the same room; if applicable):

Title :	Surname :	Given Name :
Company Name :		Designation :
Company Address :		
Zip/City Code :		Country :
Passport Number :		Nationality :
Place & Date of Issue :		Date of Birth :
Phone :		Fax :
*Email :		

BOOKER'S INFORMATION (PLEASE TYPE OR WRITE IN BLOCK LETTERS)

Contact Person :	Organisation :
Phone :	Fax :
*Email :	

Hotel confirmation will be sent to the *email adress(s) given. Please include other email addresses(s) for the same confirmation to be copied to.

HOTEL RESERVATION

- All rates quoted in Malaysian Ringgit (MYR) and are subject to 6% Goods and Services Tax (GST) per room per night.
 - An additional charge of MYR 10 per room per night will be collected upon check-out (Malaysian Nationals and Permanent Residents are exempted).
 - Special rates have been specially designed for participant only and all reservations will be based on room availability.
 - All guestroom booking to be reserved latest by August 20, 2018 (Thursday). Any reservation after which, guestroom and rate will be subject to availability.
- Reservation confirmation can only be made with valid credit card information as a guarantee. Please note that non-guaranteed booking will be released and any request for rooms at the negotiated rates will be subject to availability. Any cancellation and change of date after which result in reduction of stay or no show will be subject to the following conditions:
- a) Cancellation made later than August 20, 2018 (Thursday), the hotel will impose a penalty equivalent to full charges for the duration of stay, based on initial confirmed reservation.
 - b) Any No Show, the hotel will impose a penalty equivalent to full charges for the duration of stay, based on initial confirmed reservation and subsequent night will automatically released for hotel's general sales and any request for rooms will be subject to availability.
- Extra bed is chargeable at MYR159.00nett per unit per night
 - Additional buffet breakfast is chargeable at MYR85.00nett per person per day at curATE restaurant.
 - Complimentary access to Executive Club Floor for Club Premier Park View, Park View Studio, Executive Park View and Four Seasons Suite for 2 persons per room per night.
 - Complimentary WIFI access is available in all guestrooms with a maximum of 4 devices per room.
- Check-in is at 15:00 and check -out is at 12:00 noon. Early check-in and late check-out request is subject to room availability upon arrival. Early check-in before 10:00 is subject to Pre-Registered Reservation with one (1) night charge. Late check-out 14:00 to 18:00 is subject to 50% fee of the room rate. Late check-out later than 18:00 is subject to one (1) night charge.

ROOM RATES & PREFERENCES (Please indicate your selection)

Room Type	Rates Inclusions	Single Occupancy (MYR - Nett)
Deluxe	● Breakfast at CurATE restaurant for 1 pax	760.00
Deluxe Park View	● Breakfast at CurATE restaurant for 1 pax	810.00
Pool Garden View	● Breakfast at CurATE restaurant for 1 pax	870.00
Premier Park View	● Breakfast at CurATE restaurant for 1 pax	915.00
Club Premier Park View	● Breakfast at CurATE restaurant for 1 pax ● Inclusive of Executive Club Floor Benefits	1,130.00
Park View Studio	● Breakfast at CurATE restaurant for 1 pax ● Inclusive of Executive Club Floor Benefits	1,520.00
Executive Park View	● Breakfast at CurATE restaurant for 1 pax ● Inclusive of Executive Club Floor Benefits	1,740.00
Four Seasons Suite	● Breakfast at CurATE restaurant for 1 pax ● Inclusive of Executive Club Floor Benefits	2,795.00

Please specify if there is any preference the hotel should know about: _____

Note: Four Seasons Hotel Kuala Lumpur is a non-smoking hotel.

FLIGHT ARRIVAL / DEPARTURE INFORMATION

Arrival Date : Arrival Time : Flight Number :
 Departure Date : Departure Time : Flight Number :

AIRPORT TRANSFER (select if required)

Mercedes E Class at MYR 350 nett per car per way Arrival Departure
(for up to 3 adults with luggage)

Toyota Vellfire MYR 310 nett per car per way Arrival Departure
(for up to 4 adults or 3 adults + 2 children under 12 y/o with luggage)

Toyota Hiace Van at MYR 350 nett per car per way Arrival Departure
(for up to 6 adults or 4 adults + 4 children under 12 y/o with luggage)

PAYMENT INSTRUCTIONS

All charges on guest's account

Others. Please specify: _____

In compliance with Payment Card Industry Data Security Standard (PCI DSS), no written credit card information will be collected by the hotel. Kindly call the hotel's reservation department to provide the credit card details to guarantee the booking.

This form must be completed and sent to:**FOUR SEASONS HOTEL KUALA LUMPUR**

145, Jalan Ampang,
 50450 Kuala Lumpur,
 Malaysia
 Phone: +60 3 2382 8888
 Fax: +60 3 2382 8889
 Email: reservations.kualalumpur@fourseasons.com

FOR HOTEL USE ONLY

Room Rate :
 Confirmation Number :
 Confirmed By :
 Date :