



Shangri-La hotel

KUALA LUMPUR

ROOM RESERVATION FORM

New Amendment Cancellation

GUT Conference 2019 (16 – 18 August 2019)

To Reserve Your Room, Mail or Fax to:
SHANGRI-LA HOTEL KUALA LUMPUR, MALAYSIA
Attn: Customer Sales Department, Shangri-La Hotel Kuala Lumpur
Tel: 60 3 20322388 Fax: 60 3 20720335
Email: csteam.slkl@shangri-la.com

ALL ROOM BOOKINGS ARE SUBJECT TO ROOM AVAILABILITY UPON RECEIPT
OF COMPLETE ROOM RESERVATION FORM

Guest Name _____
Surname _____ First Name _____

Company _____

Business Address _____
Street address or PO Box No _____

City/ State _____ Country _____

Tel No _____ Fax No _____ E-Mail: _____

Arrival Date _____ Flight No _____ Time: _____

Departure Date _____ Flight No _____ Time: _____

No of Room (s) _____ No of Guest (s) _____

Room Category	Single Room Rates	Double Room Rates
Executive Room	RM 550.00++ ()	RM 600.00++ ()
Horizon Executive Room	RM 730.00++ ()	RM 780.00++ ()
Special Request (Subject to availability)	King Bed ()	Twin Bed ()
		Extra Bed () Additional RM180.00 ++ per unit per night

- Above room rates are subject to 10% service charge and 6 % government tax.
- Executive Room Rate is inclusive of Daily Breakfast and in room Broadband Internet access.
- Horizon Executive Room Rate is inclusive of Horizon Club Privileges.
- Guest Room reservation shall be guaranteed by a credit card at the time of booking and 1-night room rate will be charged (non-refundable)

Cancellation Info Amendment / Cancellation / No show of individual reservations must be received before 9 August 2019 to avoid penalty of full duration reserved stay.

Airport Pick-Up Arrangement

Airport Representative will be waiting at passenger arrival exit with placard of Shangri-La Hotel Logo. In the event that you do not see our Airport Representative, please contact Information Counter Service for assistance.

Note: A surcharge of 50% will be levied for transfer between 11.00pm and 7.00am and for no show or cancellation made within 2 hours prior to arrival, full penalty charge will be applied.

Mercedes E Class (RM375.00nett per car per way)	() KLIA Airport - Hotel	() Hotel – KLIA Airport	() 2-Way Airport Transfer
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Credit Card Guarantee Please provide the credit card details to secure the room reservation.

Credit card type VISA () MASTER () DINERS ()
JCB () AMEX ()
For AMEX please provide the I/D No: _____

Credit Card No _____ Expiry Date _____

Terms & Conditions

- Please be informed that the official check-in time is 1400hrs and check out time is 1200hrs
- In the event of early check-in before 1200hrs, a full-day surcharge will be applicable for a guaranteed check-in.
- Late check out will be on request basis and subject to availability. A half day room charge is applicable for late check out until 1800hrs. Room occupied beyond 1801hrs of the day of departure will be charged for a full day room charge.