



### ROOM RESERVATION FORM

## **Pacific Asian Consortium for International Business Education and Research (PACIBER) Conference**

**Makati City, Philippines**  
**Block code: UNIV0717\_001**

Please email the Room Reservation Form to [reservations.makati@fairmont.com](mailto:reservations.makati@fairmont.com) and [maan.galisim@fairmont.com](mailto:maan.galisim@fairmont.com) or fax it at +63 2 555 9716.  
Rooms are subject to availability upon receipt of reservation form.

#### A. Room Reservation Request

Title :  Mr  Mrs  Mdm  Ms

Family/Last Name : \_\_\_\_\_ Given/First Name : \_\_\_\_\_

Company : \_\_\_\_\_ Designation : \_\_\_\_\_

Email Address : \_\_\_\_\_

Mailing Address : \_\_\_\_\_

City : \_\_\_\_\_ State : \_\_\_\_\_ Postal/Zip Code : \_\_\_\_\_

Country : \_\_\_\_\_ Phone : \_\_\_\_\_ Fax/Telex No : \_\_\_\_\_

#### B. Room Categories, Flight Details & Arrangements (Please tick appropriate box)

Check-in date: July \_\_\_\_, 2017

Arrival flight details (flight number and ETA): \_\_\_\_\_ at \_\_\_\_H Airport Pick-up Needed  Yes  No

Check-out date: July \_\_\_\_, 2017

Departure flight details (flight number and ETD): \_\_\_\_\_ at \_\_\_\_H Airport Drop-off Needed  Yes  No

If airport transfers are needed, kindly specify car type (maximum of 3 persons per car; rates are subject to change without prior notice):

- |                                             |                        |                                       |                        |
|---------------------------------------------|------------------------|---------------------------------------|------------------------|
| <input type="checkbox"/> Toyota Vios        | Php 1,969 Nett per way | <input type="checkbox"/> Toyota Camry | Php 2,938 Nett per way |
| <input type="checkbox"/> BMW 5              | Php 3,743 Nett per way | <input type="checkbox"/> BMW 7        | Php 4,488 Nett per way |
| <input type="checkbox"/> Toyota Grandia Van | Php 3,335 Nett per way |                                       |                        |

#### Fairmont Makati

#### Special Room Rates

#### Room Preferences

- |                                             |                                                                  |                                   |                                      |
|---------------------------------------------|------------------------------------------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Fairmont Room      | <input type="checkbox"/> Single Occupancy (Php 7,000 ++)         | <input type="checkbox"/> King bed | <input type="checkbox"/> Twin beds   |
|                                             | <input type="checkbox"/> Double Occupancy (Php 8,000++)          | <input type="checkbox"/> Smoking  | <input type="checkbox"/> Non-smoking |
| <input type="checkbox"/> Deluxe Room        | <input type="checkbox"/> Single Occupancy (Php 8,000++)          |                                   |                                      |
|                                             | <input type="checkbox"/> Double Occupancy (Php 9,000++)          |                                   |                                      |
| <input type="checkbox"/> Fairmont Gold Room | <input type="checkbox"/> Single/ Double Occupancy (Php 11,500++) |                                   |                                      |

Room types are subject to availability upon submission of the accomplished form.

If your preferred room category is no longer available, the Hotel will notify you the soonest possible time.

Room requests (please specify) \_\_\_\_\_

Note: Room requests will be accommodated, subject to availability.



**Important Notes:**

**1. Room Rates are in Philippine Pesos.**

**2. Room Rates are subject to 12% VAT, 0.6% City Tax and 10% Service Charge.**

**3. Room Rates are applicable to PACIBER delegates and are in effect two days prior to and post conference, subject to availability.**

**4. Room Rates shown are per room / per night and includes complimentary buffet breakfast.**

**5. Internet Access.** Wireless High Speed Internet Access is in public Areas of the hotel. Guestrooms include complimentary cable and wireless high speed internet access.

**6. Reservations received after June 7, 2017 will be subject to room availability.**

**7. Check-In/Out.**

The official check-in time is 2:00 pm and the check-out time is 12:00 noon. Early and Late check is subject to availability and cannot be guaranteed.

If you are arriving between midnight and 2:00 pm or wish to occupy the room before 2:00 pm, placing a reservation a night prior to the arrival date is recommended.

Requests to retain rooms beyond the check-out time should be directed to the Front Desk once the booking is registered and the charges will be applicable.

**8. Payment.** Delegates must provide credit card information to reserve a room. Rooms WILL NOT be held without provision of credit card information and all pertinent registration details, including arrival and departure dates. Delegates are responsible for their own guest room and incidental charges chargeable on checkout.

**9. Cancellation Fees and No-Shows.**

If cancellation is received **prior to 5:00 pm (GMT+8) June 7, 2017** - no cancellation fee.

One night room charge will be applicable for cancellation **made on/after June 8, 2017.**

**Cancellations 14 days prior arrival, as well as no-shows/cancellation on day of arrival** will be charged equal to the amount of the entire booking. Substitution of Delegate at no cost may be permitted for the same period and room category as originally booked and may result in abatement of cancellation fees. Delegate is responsible for all fees assessed by Hotel in connection with cancellation or now-show.

**10. Cancellation Notice.** It is the Delegate's responsibility to ensure cancellation is made in writing to Fairmont Makati Sales Contact Maan Galisim Email: [maan.galisim@fairmont.com](mailto:maan.galisim@fairmont.com) and to avoid cancellation charges.

**11. Substitution of Delegate.** Hotel will allow delegate substitution without penalty for the same arrival/departure pattern and at the same room rate only prior to July 7, 2017. Delegate hotel cancellation fees may be abated and only if Delegate substitution takes place. Delegate substitution is made on a first-come basis assuming full registration. It is the Delegate's responsibility to request substitution in writing to Fairmont Makati Sales Contact Maan Galisim Email: [maan.galisim@fairmont.com](mailto:maan.galisim@fairmont.com).

Fairmont Makati  
1 Raffles Drive, Makati Avenue  
Makati City 1224  
Philippines  
TEL: +632 555-9888; 1-800-0441-1414  
FAX: +632 555-9716  
EMAIL: [reservations.makati@fairmont.com](mailto:reservations.makati@fairmont.com) and [maan.galisim@fairmont.com](mailto:maan.galisim@fairmont.com)  
WEBSITE: [www.fairmont.com/makati/](http://www.fairmont.com/makati/)

**C. Reservation Guarantee**

The hotel will send a Securepay link to obtain the credit card details required to fully secure the room requested.

Kindly specify the email address for this purpose: \_\_\_\_\_

**Terms & Conditions:**

- Rooms will be confirmed only if guaranteed by credit card.
- Cancellation policy will apply as stipulated on page 2 (number 9).
- 3<sup>rd</sup> party payment requires a processing time of at least 14 banking days prior to arrival.

**Official Use**

Taken By : \_\_\_\_\_

Date/Time : \_\_\_\_\_

Confirmed By : \_\_\_\_\_