



# Shangri-La hotel

KUALA LUMPUR

## ROOM RESERVATION FORM

New       Amendment       Cancellation

### International Federation of Surveyors Congress & Conference (16 – 21 June 2014)

To Reserve Your Room, Mail or Fax to:  
**SHANGRI-LA HOTEL KUALA LUMPUR, MALAYSIA**  
Attn: Reservations Department, Shangri-La Hotel Kuala Lumpur  
Tel: 60 3 20268488      Fax: 60 3 20321245  
Email: [reservations.slkl@shangri-la.com](mailto:reservations.slkl@shangri-la.com)

PLEASE SEND THIS FORM BY FAX OR MAIL DIRECTLY TO THE HOTEL ON OR BEFORE **2 June 2014**

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 515.00++ ( )	RM 585.00++ ( )	
Horizon Executive Room	RM 720.00++ ( )	RM 760.00++ ( )	
<b>Special Request</b> (Subject to availability)	King Bed ( )	Twin Bed ( )	Non-Smoking ( )

- Above room rates are subject to 10% service charge and 6 % government tax.
- Executive Room Rate is inclusive of Daily Breakfast and Hotel WIFI Internet access.
- Horizon Executive Room is inclusive of Horizon Club Privileges.

#### 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**

<b>Mercedes E Class</b> <b>(RM350.00nett</b> <b>per car per way)</b>	( ) KLIA Airport - Hotel	( ) Hotel – KLIA Airport	( ) 2-Way Airport Transfer
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#### Cancellation Info

**Cancellation of individual reservations must be received not less than 72 hours prior to arrival date to avoid a penalty of the full reserved stay. Shorten stay will subject to the full reserved stay.**

No Show Clause      No shows will result in a late cancellation charge equivalent to full duration of stay.

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 1800hrs of the day of departure will be charged for a full day room charge.
- Any flight changes must be advised at least 24 hours prior to arrival.