# **Hotel Reservation Form**

酒店预订函

**Please send the completed form to the hotel by e-mailto**[***reservation@crowneplazaparagonxm.com***](mailto:reservation@crowneplazaparagonxm.com)**or by fax to *+86 592 537 0888* for hotel reservationbefore Sept. 01, 2017 for reservation.**

**请于2017年09月01日以前，填写完整的预订函预订，并发送至酒店邮箱。**[***reservation@crowneplazaparagonxm.com***](mailto:reservation@crowneplazaparagonxm.com)**或传真*+86 592 537 0888*。**

**If you have not received a confirmation via fax or email within 72 hours of sending this form, please call the hotel contact Hotel Reservations Office at *+86 592 539 9999 ext Reservation* or send email to** [***reservation@crowneplazaparagonxm.com***](mailto:reservation@crowneplazaparagonxm.com) **for reservation inquiries.**

**如果您在72小时内未收到来自酒店的确认信，请通过以下电话*+86 592 539 9999转 预定部*与我们的同事联系，或通过邮箱**[***reservation@crowneplazaparagonxm.com***](mailto:reservation@crowneplazaparagonxm.com)**进行询问。**

# **Guest Information客人信息**

**Title:** **Mr.** **Mrs.**

**性别:** **男士.** **女士.**

**Name:****Fax number: ­­­­­­­­­­­­**

**姓名:     传真号码: ­­­­­­­­­­­­**

**Email address:****Telephone number:**

**邮箱地址:     手机号码:**

**Room Type:**

**房间类型:**

**Superior Room (CNY 800 with one breakfast)**

**皇冠高级房 (人民币 800 含1早)**

**Club Room (CNY 1,180 with Club Benefits)**

**皇冠行政房 (人民币 1,180 含行政楼层礼遇)**

**Superior Suite Room (CNY 1,480 with Club Benefits)**

**皇冠高级套房 (人民币 1,480 含行政楼层礼遇)**

**Club Benefits:**

**行政待遇：**

**-express check-in and check-out.**

**-快捷入住及离店服务**

**-complementary breakfast at the Club Lounge (06:30-10:00)**

**-免费享用行政酒廊早餐(06:30-10:00)**

**-complementary flow of coffee, tea, soft drinks at the Club Lounge**

**-免费在行政酒廊享用咖啡、茶及软饮料**

**-complementary Evening Cocktail with snack at the Club Lounge (17:00-20:00)**

**-每天17:00-20:00免费享用行政酒廊鸡尾酒及点心**

**-complementary use of club meeting room for 2 hours per day (advance reservation recommended)**

**-每日免费使用2小时行政会议室（需提前预定）**

**-4 cans of complementary soft drinks from the mini-bar per day (coke, sprite, soda water & herbal tea-non-accumulative)**

**-每日免费4听迷你吧软饮料（可乐、雪碧、苏打水及王老吉-不累计）**

**-late check-out until 15:00 (subject to room’s availability)**

**-延迟退房至下午15:00(视酒店预定情况而定)**

**-free two pieces of laundry per day (non-accumulative, excluding dry-cleaning)**

**-每日免费两件湿洗（不累计，不包括干洗）**

**-complimentary broadband internet access**

**-免费宽带网络**

**Preference:** **Smoking**  **Non-Smoking** **Single**  **Double (shared with****)**

**偏好选择:** **吸烟房** **无烟房** **大床房** **双床房 (同住人姓名     )**

**Note：**

**备注:**

**The above room rate is inclusive of service charge and relative tax fee. Broadband Internet access is complimentary.**

**以上房价已包含服务费及相关税费，网络免费。**

**Period of Stay**

**住店周期**

**CHECK-IN: September**  **CHECK-IN Time:** **Before 14:00**  **After 14:00**

**入住日期: 9月** **入住时间:** **14:00以前** **14:00以后**

**CHECK-OUT: September**        **Total**      **Nights**

**退房日期: 9月**        **总共**      **间夜**

# **Billing information to be used as a guarantee用于担保的账户信息**

**Credit Card Type**: ­­­­­­­­­­­­­­­­­­­­

**信用卡类型**: ­­­­­­­­­­­­­­­­­­­­

**Credit Card Number**:        **Expiration Date**:

**信用卡号码**:        **有效期**:

**Credit Card Holder**: ­­­­­­­­­­­­­­­­­­­

**信用卡持有人**: ­­­­­­­­­­­­­­­­­­­

**Authorization Signature**: ­­­­­­­­­­­­­­­­­­­

**授权人签名**: ­­­­­­­­­­­­­­­­­­­

*Please make your reservations before the cut-off date (Sept. 01, 2017) to enjoy the special room rate and room availability.*

*仅在2017年09月01日以前预订，才可享有此团队特别提供的优惠房价并确保有可用的房间预定。*

* *All reservations must be guaranteed by major credit cards and the Hotel requires the billing information mentioned above. Guaranteed reservations will be held until noon on the following day of the confirmed arrival date.*

*所有预定均需信用卡担保，酒店需得知以上账户信息，任何预定未到或是取消，酒店会通过信用卡计费。*

* *All guest accommodations blocked for this event that are not reserved before Sept. 01, 2017will be released and may be resold by the Hotel. Any guest accommodations desired by the group after the cut-off date will be on a space availability basis at the prevailing Select Rate.*

*2017年09月01日之后，酒店将不再根据上述价格为此团队增加预留房间。如有增加预订需求，将视酒店情况而定且价格另议。*

* *Any cancellation made after Sept 08，2017 or no show will result in a late cancellation of a one-night room charge.*

*在2017年09月08日之后，任何取消及住房未到，酒店将收取首个房晚的费用并不再保留房间。*

* *Any early departure, charges for the rest of the nights will be applied to the credit card provided.*

*任何提前退房，酒店将通过信用卡收取剩下所有房晚的费用。*