

请把表格传真或电邮至预订部 Please fill and send back to Grand Hyatt Shanghai at:  
walter.hua@hyatt.com

(Please fill in with proper casing 请用英文 / 正楷填写)

<input type="checkbox"/> 博士 Dr <input type="checkbox"/> 先生 Mr <input type="checkbox"/> 女士 Ms	名 First Name _____	姓 Family Name _____
公司 Company _____		
职务 Title _____	电邮 Email _____	
电话 Tel _____	传真 Fax _____	
地址 Address _____		
邮编 Postal Code _____	国家 Country _____	

#### 抵达及退房 Arrival and Departure Info

抵达日期 Check-in date _____	航班 Flight _____	抵达时间 ETA _____
退房日期 Check-out date _____	航班 Flight _____	退房时间 ETD _____

#### 客房预订 Room Reservation

Room Category	Single Rate incl. breakfast	Double Rates incl. breakfast
Grand Room	<input type="checkbox"/> CNY1,450+	<input type="checkbox"/> CNY1,450+
Grand Riverview Room	<input type="checkbox"/> CNY1,650+	<input type="checkbox"/> CNY1,650+
Club Room	<input type="checkbox"/> CNY1,850+	<input type="checkbox"/> CNY2,100+
Club Riverview Room	<input type="checkbox"/> CNY2,150+	<input type="checkbox"/> CNY2,400+

以上房价每间每晚需加收 15% (含服务费和税费)。房间分配将视酒店客房出租情况并以先订先得原则安排。

The above room rates are subject to 15% charge (inclusive of service charge and tax) per room per night. Room assignment will be subject to availability at the time of the confirmation.

对于君悦客房类型, 额外早餐需要每人每餐 228 元加 15% 服务费在咖啡厅享用。

对于嘉宾轩客房及以上房型, 享用额外嘉宾轩酒廊设施需要每人 268 元加 15% 服务费。

For Grand Room categories, additional breakfast is available at CNY228 subject to 15% charge (inclusive of service charge and tax) at Grand Café.

For Club Room and above categories, additional Grand Club access will be charged at CNY268 subject to 15% charge (inclusive of service charge and tax) per person.

#### 接送机安排 Airport Transfer

Transfer Required/接送机要求 <input type="checkbox"/>	Arrival Pickup Time/抵达时间 <input type="checkbox"/>	Departure Transfer Time/离开时间 <input type="checkbox"/>
BMW 5/宝马 5 系 <input type="checkbox"/>	Hong Qiao Airport @ CNY750/per trip 虹桥机场 人民币 750 元净价/单程 <input type="checkbox"/>	Pudong Airport @ CNY950/per trip 浦东机场 人民币 950 元净价/单程 <input type="checkbox"/>

Airport transfer may only be confirmed with flight details. 必须提前告知酒店飞机航班信息。

#### 护照资料 Passport Details

护照号 Passport No _____	签证号 VISA No _____
签发日期及有效期 Date of Issue & Validity _____	签发地点 Place of Issue _____

#### 信用卡资料 Credit Card Details

信用卡号 Credit Card No. _____	有效期 Expired Date _____
<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> DC	授权签字 Authorized Signature _____

#### 仅供酒店使用 Hotel Use Only

预订确认 Reservation confirmed by _____	预订确认号 Reservation No. _____
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请将预订单于**2019年11月11日, 星期一**前电邮至凯悦酒店全球服务中心 walter.hua@hyatt.com, 预定将视酒店客房出租情况而定。此日期后预订将根据酒店客房出租情况而定。酒店入住时间为下午2点, 离店时间为中午12点。**2019年11月11日, 星期一**之后, 预定但未抵达, 提早离店或者取消预订的客人, 酒店将有权收取以上信用卡预订的全部房费金额。需提供信用卡资料。

The reservations should be made directly with Global Contact Centre-China by returning the form via email to [walter.hua@hyatt.com](mailto:walter.hua@hyatt.com) before **Monday, 11 November 2019**. Reservation requests will be subject to room availability basis. Any cancellation after **Monday, 11 November 2019**, no shows or early departures will be charged for entire period of stay. This fee will automatically be charged to the credit card given as guarantee.

The above credit card number will serve to guarantee the room reservation and authorize Grand Hyatt Shanghai to charge. Hotel rooms are available for guest check-in after 2:00pm. Check-out time is 12:00nn. Please also note that hotel reserves the right to release all non-guaranteed guestrooms, ie. rooms with no guest details, arrival and departure dates nor credit card.

如有疑问请致电 For any questions on room reservations, please contact:

Global Contact Centre-China

电话 Tel: +86 021 5049-1234 #8371 | 电邮 Email: walter.hua@hyatt.com