

**ROOM RESERVATION FORM**

*Please send reservations via email to: [viskl@ytlhotels.com.my](mailto:viskl@ytlhotels.com.my)*

Company Name: Universiti Sains Malaysia (International Association Hydraulic Research (IAHR) 2017

Reserved by : ..... Date: .....

Telephone No.: ..... Fax No.: ..... Email: .....

**GUEST'S INFORMATION**

Family Name: ..... First Name: .....

Arrival Date: ..... Flight # / ETA: .....

Departure Date: ..... Flight # / ETD: .....

No. of Room: ..... Smoking: ..... Non-smoking: .....

Type of Room:      Executive Deluxe King            Executive Deluxe Twin  
                                  Single/Twin Occupancy    Single/Twin Occupancy   

Room Rates are inclusive of GST (6%).

Remarks / Special request: .....

*Note: Check in time is at 1500hours. Checkout time is at 1200hours.*

**Method of Guarantee:** *To guarantee reservation, please provide us with credit card details as follows:*

Name of Cardholder: ..... Credit Card Type: .....

C/Card Number: ..... Expiry Date: .....

CVV: .....

*(Please provide a clear photocopy of the said credit card (front & back portion)  
 (For AMEX ID Number, please see small 04 digit numbers printed on the front of the card)  
 (For Visa / Master CVV number, please see the last 03 digits numbers printed on the signature bar at the back of the card)*

Authorised Signature (according the credit / charge card): .....

**Room Guarantee Policy as follows:**

- One night's room rate with tax and service charge will be levied to the credit card or company if the guest no-show unless booking is cancelled by 1800hours on the day of arrival.
- If no credit card guarantee or acknowledgement fax from the company is received, the hotel will only hold rooms blocked till 1800hours on the day of arrival.

**AIRPORT TRANSFER SERVICE**

<b>Airport Limousine Service</b>	Arrival:	Departure:
----------------------------------	----------	------------

- Would you like the hotel's staff to meet your guest just after immigration at the airport and escort him and his luggage to his room at Vistana Kuala Lumpur Titiwangsa? If so, please return this letter by fax or email with your initials authorizing this service and be sure to include flight details.
- Your guest will be greeted in the airport and assisted with his luggage through customs to the KLIA express. 28 minutes later a porter will meet your train side at KL Sentral and carry his luggage to a waiting limousine. In less than 20 minutes, upon arrival at the hotel, your guest will be met at the front door and escorted directly to his guest room.
- The charge for this service is only MYR135.00 nett per person or MYR170.00 nett for 02 persons arriving on the same flight and will be posted to the guest's hotel account.

**FOR HOTEL'S USE ONLY**

Confirmation Number: ..... By: ..... Date: .....