

**Room reservation request**

Please fill the form below in order to confirm the reservation at The Ritz-Carlton, Astana

| **Company Name:** | Business Media Central Asia – Forum Participant |
| --- | --- |
| **Phone:** |  |
| **Contact person:** |  |
| **E-mail:** |  |

| **Name, Surname of the Guest** |  |
| --- | --- |
| **Arrival date** |  |
| **Arrival time** |  |
| **Departure date** |  |
| **Departure time** |  |
| **Total Number of nights**  |  |

\*Check-in time is 15:00. Check-out time is 12:00.

* In case of early check-in, the payment will be charged as follows:
	+ Until 9 am – an additional full room rate per night (upon availability)
	+ From 9 am to 3 pm - half room rate per night (upon availability);
* In case of late check out the payment will be charged as follows:
	+ till 6 pm – an additional half room rate per night (upon availability);

After 6 pm – an additional full room rate per night (upon availability).

| **Room Type** | **Deluxe room** | **Club Room** | **Junior Suite** | **Executive Suite** |
| --- | --- | --- | --- | --- |
| Room rate | 125,000 KZT + 12%VAT per night, breakfast is included for 1 person | 165,000 KZT + 12%VAT per night, Club Lounge access is included for 1 person | Rate upon request | Rate upon request |
| # of rooms |  |  |  |  |

**Payment policy:**

The booking is to be guaranteed by credit card upon request. For this purpose, Hotel will send an online Credit Card Authorization Form to guest email address. At the same time Hotel requires to receive a front copy of credit card, and copy of passport of the card’s holder.

**Cancellation policy:**

The booking can be cancelled 48 hours prior to arrival.

In case of cancellation, any changes, or no show the charge equal full amount of stay will be applied from provided credit card.

**I have read and understood terms and conditions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_