

**ACCOMODATION RESERVATION FORM**  
Melia Hanoi Hotel – 44B Ly Thuong Kiet Street, Hanoi Vietnam

*Please complete and return this form by Email or Fax:*  
[rsvn@meliahanoi.com.vn](mailto:rsvn@meliahanoi.com.vn) and cc [gse@meliahanoi.com.vn](mailto:gse@meliahanoi.com.vn)  
Fax: 84-4-39348 688 - Tel: 84-4-39343 343 ext 7303

NEW RESERVATION       AMENDMENT       CACELLATION

**GUEST INFORMATION:**

**Name** : Mr/Mrs/Ms \_\_\_\_\_  
**Organization Name** : \_\_\_\_\_  
**Title** : \_\_\_\_\_  
**Email** : \_\_\_\_\_  
**Tel** : \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Arrival Date** : \_\_\_\_\_ **Flight Number/Time** \_\_\_\_\_  
**Departure Date** : \_\_\_\_\_ **Flight Number/Time** \_\_\_\_\_

Room	Room Rate VND Single	Room Rate VND Double/Twin	No. of Room	Room Preference/s
Deluxe Room	<b>US\$ 115.00++</b> (VND2.587.500++)	<b>US\$ 135.00++</b> VND3.037.500++		



**Terms and Conditions:**

- The above rates are subject to 5% service charge and then 10% Government Tax
- Extra bed for will be charged at VND 1,125,000++
- Room Categories are subject to the availability at the time of reservation
- In the event of any cancellation after the guaranteed confirmation will be charged 1 (one) night
- Any cancellation within 72 hours prior to the arrival date will be charged for 2 nights fee
- No show and shorten stay will be charged for the whole duration of stay reserved
- The cancellation fee will be automatically charged on the credit card provided and will be considered as a penalty fee and the hotel has the right to release the rooms for other selling.

**Confirmation:**

- This Reservation Form should be signed and returned to us, otherwise the reservation will be subject to availability
- This Reservation Form is only accepted and will be considered as the hotel confirmation with the Hotel's acknowledgement via fax/email of this reservation form.

**Benefits and Inclusions:**

- International American Buffet Breakfast
- Complimentary in-house Tea/Coffee making facilities
- Free Local English Newspaper (Vietnam News)
- Free entrance into Swimming pool and Fitness Center
- Complimentary 02 bottles of mineral water daily
- Complimentary sauna and steam
- Complimentary Wireless Internet

**Airport Transfers:**

Route	Mercedes Benz E200 (maximum 3 guests)	Mercedes Sprinter 16 seats (for first 3 guests, surcharge of VND 315,000net per each additional guest)
<b>Pick up:</b> <input type="checkbox"/>	<input type="checkbox"/> VND 1,449,000net	<input type="checkbox"/> VND 1,429,000net
<b>Drop off:</b> <input type="checkbox"/>	<input type="checkbox"/> VND 1,449,000net	<input type="checkbox"/> VND 1,429,000net

**Airport pick up:** You are welcomed at the Noi Bai Airport by our Airport Rep. with a welcome board and the guest’s full name at the arrival terminal. For any further assistance, please contact our Duty Manager (24 hours): 00 84 (0) 936 103 338 or Hotel Bell Desk: 00 84 4 3934 3343 – Ext. 3. If Airport transfer is required, Melia Hanoi has a right to charge full amount of the pick up fee in case of no show.

**Check in & Check out Policy:**

The hotel’s check-in time is 14:00hrs and check-out time is 12:00 noon. Should you require using your room before or after these hours please inform us in advance. Early arrival or late check out requirements may be arranged subject to availability and minimum charge.

I \_\_\_\_\_ hereby agree to guarantee the booking as above mentioned by my credit card. From my \_\_\_\_\_ **CARD** with a Credit Card Number of \_\_\_\_\_ with CCV number of \_\_\_\_\_ which will expire on \_\_\_\_\_

*(Type of Credit Card)*

Attached is a copy of both sides of my credit card for your reference.

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We would like to confirm your reservation as all above

Cardholder’s Signature

Passport or IC Number: \_\_\_\_\_

Date: .....

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