

HOTEL RESERVATION FORM – GROUP

23rd Indonesia Rendezvous

October 11-14 '2017

The accommodation venue is Melia Bali Villas & Resort (phone 62-361-771510, fax 62-361-771362) as stars property. To secure your accommodation, **please complete the below form and email it to the Melia Bali Villas & Spa Resort**, Email to our Reservation team reservation.meliabali@melia.com and reservation.mgr@meliabali.com; and copy to Sales & Marketing team : iso@meliabali.com ; mice@meliabali.com and event@meliabali.com, or Fax no: 62-361-771362. The following Rates will be valid for all **23rd Indonesia Rendezvous** delegates who wish to stay at **Melia Bali Villas & Spa Resort**.

Guest/s Details:

Name: _____ Company: _____

Mailing Address: _____

City: _____ Country: _____ Postal Code: _____

Telephone: _____ Fax: _____ E-mail: _____

Single: _____ Double/Twin: _____ Sharer: _____

Room Type:

Melia Guests Room IDR 1.800.000 net/ room/night Including Breakfast for two (2) persons.

Premium Room Garden View IDR 2.100.000 net/ room/night Including Breakfast for two (2) persons.

Junior Suite IDR 2.450.000 net/ room/night Including Breakfast for two (2) persons.

Flight Details:

Arrival Date: _____ Flight No: _____ Time: _____

Departure Date: _____ Flight No: _____ Time: _____

Airport Transfers: Yes No

IDR 250,000 net OR USD 19 net/car/ way from/ to Ngurah Rai Airport

Reservation Guarantee:

Reservation require credit card guarantee (credit one)

American Express Visa Master Card Dinners Club

Card Number: _____

Expiration Date: _____

Signature: _____



TERM & CONDITION:

Individual Reservation and Payment Policy

- Rate valid for 3 days pre and 3 days post the event
- A non – refundable deposit equal to one night’s stay required to hold the reservation. Reservations must be guaranteed by cash deposit or major credit card.
- By signing the reservation form above, the guests/ the booker has agreed to be charged at 1 night room charge as a deposit. This deposit shall serve to confirm the reservation for the date indicate, and upon check in this deposit shall be applied to nights of the reserved stay.
- The guests need to provide the hotel a copy of guest’s CC, together with copy of the ID of CC holder, along with this reservation form, to confirm the reservation.
- Any cancellation 30 days or more prior to arrival, a one night cancellation fee will be charged. Cancellation made afterwards, will be subject to a full cancellation fee.
- No show will be subject to a full charge of the total night stays.
- Any cancellation cause of force majeure e.g nature disaster, terrorist attack or political unrest allowed without penalty.
- All hotel payment should be made directly to the hotel upon check out.
- Check in time 15.00 PM. Early check in is subject to availability
- Check out time 12.00 noon. Late check out time subject to availability and additional charge will be applied. Any late check-out require until 18;00 will be 50% from the rate offer and After 6:00pm one night room charge will be apply.
- Receipt of payment by the Hotel is determined upon confirmation by the Hotel Bank, 15 days after received the total invoiced.
- Other method of payment such as credit card, cash, or bank draft will be subject to the Hotel acceptance.
- Payment must be settled in cash, bank draft certified by the Bank or by money transfers to the following account number:

ACCOUNT NUMBER:

SWIFT CODE:	BMRIIDJA
BANK NAME:	PT BANK MANDIRI (Persero)Tbk
ADDRESS:	JL. By Pass Ngurah Rai Nusa Dua 80362 DENPASAR-BALI
ACCOUNT NAME:	PT. SURYALAYA ANINDITA INTERNATIONAL QQ MELIABALI
US\$ A/C #:	1450096106782
IDR A/C #:	1450001064324

NOTE:

- When issuing the bank transfer, please indicate clearly the name of the person or entity issuing the transfer and a reference to the group. Please also send a copy by fax of the transfer document to the hotel sales department.
- We would be grateful if you would indicate the data required for invoicing and the address to which the final invoice should be sent.
- When the payment made in the hotel, the payment must be done in IDR, due to Indonesian law.



CREDIT CARD AUTHORIZATION CHARGE

To :
 From :
 Date :

This credit card authorization is created for the cardholder to allow Melia Bali Villas & Spa Resort to charge an agreed amount on to credit card. The sender of this CC authorization form must be the cardholder. Please complete the information below and send a clear photocopy of the front and back of the credit card. We accept Visa, MasterCard, and American Express. The sender of this CC authorization form and the person who signs below, and the cardholder must be the same person.

I,(the cardholder) agree for Melia Bali Villas & Spa Resort to charge on my credit card amount of USD.....being payment of Room charge / Meals / All expenses (please circle one).
 The credit card is a Visa / Mastercard / American Express (please circle one). My credit card number is.....
 the expire date is.....and the name print on the credit card is.....

By signing below I agree for Melia Bali Villas & Spa Resort to go ahead with this charge and agree not to dispute this charge with the credit card company. I am signing this freely, I am not force to sign this, I am not mentally ill, and understand this charge completely.

Mr. / Mrs.....
 Signature.....
 Date.....

NOTE:

- Please photocopy the front and back of the credit card and the copy must clearly show the card number, expiry date, name on the credit card and signature on the back of the card, which must match the signature above.
- Please complete this and fax it to the attention of the Financial Controller.

