**Holiday Inn Beijing Haidian Room Reservation Form**

红杉假日酒店客房预定单

**Group Name: 2018 CIPS Annual Meeting**

**(中国中文信息学会2018学术年会)**

**First name名 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last name姓氏\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arrival Date到店日期 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Date离店日期\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arrival Time预计到店时间 \_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name联系人姓名\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email邮箱: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel No电话: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Room Type and Quantity of Rooms (please select)。请选择相应的房型和数量（√）。**

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Types**  **房型** | **Daily Room Rate (RMB)**  **房价** | **Quantity of Room**  **数量** | **Nonsmoking king or twin备注（无烟大床、双床）** |
| **☐ 单人间** | **720元/含单早** |  |  |
| **☐ 双人间** | **820元/含双早** |  |  |

**Please pay the room charge by credit card and complete the form. 请填写信用卡信息用于支付房费。**

**Credit card No信用卡号: / / /**

**Expiry Date卡片有效期: MM / YY**

**Cardholder Name持卡人姓名 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cardholder Address持卡人地址 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cardholder Signature持卡人签名 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cancellation Policy取消政策**

**Reservation not guaranteed will be released at 6pm Beijing time on scheduled day of arrival.**

**For guaranteed reservation, one night room charge will be levied if no show or cancellation after 6pm Beijing time of scheduled day of arrival.**

**非担保房间，您预定的房间将会在预定日期当天18:00取消；**

**担保房间，如您未能在预定日期当天18:00前入住或取消房间，酒店将会收取您首日全额房费。**

**The hotel standard check in time is 14:00 Beijing time and check out time is 12:00 noon.**

**酒店入住时间为北京时间下午14:00，退房时间为中午12:00。**

**Please send the E-mail to** [**reservations@hibeijinghaidian.com**](mailto:reservations@hibeijinghaidian.com)

**预定房间请发送预定表格至预订部邮箱**[reservations@hibeijinghaidian.com](mailto:reservations@hibeijinghaidian.com)**。**

**Notice:**

**Please make the hotel reservation before one month advance to send hotel’s email, hotel reservation Department will confirm your booking by email in one working day. 酒店预订部将会在一个工作日内确认您的预定信息。**

Chinese note to show to the taxi driver: Please send me to the Holiday Inn Beijing Haidian, Address: Tower A, No.89, Shuangqing Road, Haidian District, Beijing, P.R.C.

Tel: 8239 8888

师傅，您好！请送我到红杉假日酒店。地址：北京市海淀区双清路89号A座

电话号码： 8239 8888