HOTEL RESERVATION FORM FOR SAADC 2023 CONFERENCE
[LAO PLAZA HOTEL VIENTIANE]
[63 Samsenthai Road P.O Box 6708 Vientiane Lao PDR]
Tel: +856 021 218800, or +5620 96237271

BOOKING DETAILS

Last name (Mr./Mrs./Miss):	First name:
Date of birth:	Nationality:
Arrival date:	Flight number:	Time:
Departure date:	Flight number:	Time:

GUEST DETAILS

Passport number:	Date of issue:
Title:	Company name:
Address:	
City/State:	Country:
Zip/Postal code:	Email:
Telephone:	Fax:

Remark: Early bird booking can be applying of this room rate from now until 31 August 2023 / @ USD 60net/night/Room for Single Room, And Double and Twin bed can be applying @ USD 65net/night room, if you book a room through on behalf by SAADC2023

- After Early book from 1st September 2023 onward room rate will be applying @ USD 80net/room/night all (SGL/DBL/Twin)

Room Type	Single occupancy	Double Occupancy	Benefit Included
			Daily Breakfast
			Daily Breakfast
Preferences:	Smoking ☐	King-size Bed ☐	Twin bed ☐

Hotel limousine service is chargeable at USD20net per car per way (Max. 1-4 Pax (Sedan Camry). Service must be booked in advance.
Hotel limousine service is chargeable at USD 25net per car per way (Max. 10 Pax/ (Vanna Hi-Ace). Service must be booked in advance.

Pick up	Yes	No	Number of persons
Drop off	Yes	No	Number of persons
Payment Method:	All charges will be paid by guest own account		
Another Special Request:	Special menu, etc.		

RESERVATIONS GUARANTEE - Credit card with expiry date is required upon making reservation

Credit Card Type	American Express ☐	Master Card ☐			
Credit Card No:				Expiry Date:	
Card Holder's Name				Signature:	

Note: please send registration form to reserve a room by this Email: sales@laoplazahotel.com

Check-in / Check-out

- Check-in: check-in is at 14:00 hours.
- Check-out: check-out is at 1200 hours. All late check-outs are arranged based on availability and need to be confirmed by contacting the Front Desk directly.
- All reservations must be made on the official Hotel Reservation Form.
- Full credit card details (number and expiry date) and flight details are required to guarantee your reservation.

Cancellation Policy: **7 days prior to the event date: 50% of total booking value**

3 day prior to the event date: 100% of total booking value

-No-Show policy: 100% of total room charge is applicable in the event of No-Show on the day of arrival.

Please note that all the mentioned prices are net (inclusive of 7% Tax and 10% service charge).

Best Regards   Acknowledge by

Joy Phone Sai (Mr.)   Name:
Sales Executive