

Global Academy of Training and Research (GATR)
8th Global Conference on Business and Social Sciences
(14 December 2018 – 15 December 2018)

Please email booking form to bth.rsvn@berjayahotel.com / bth.meetings@berjayahotel.com /
vivian.khoo@berjayahotel.com

Booking by:				Date :
Tel:	Fax :	Email :		
Guest Name:	1)			
	2)			
Arrival Date:		Flight Details / ETA		
Departure Date:		Flight Details / ETD		
Airport Transfer (Arrival):	[<input type="checkbox"/>] Yes / [<input type="checkbox"/>] No RM 300.00 + per limo per way plus 50% surcharge after midnight to 6am			
Airport Transfer (Departure):	[<input type="checkbox"/>] Yes / [<input type="checkbox"/>] No RM 250.00 + per limo per way plus 50% surcharge after midnight to 6am			
Category of Room	Published Rate	Special Room Rate per suite per night	No of Room	No of guest(s)
Superior (Room only with No Breakfast)	RM 780.00+	RM 280.00nett – Single/Double	[<input type="checkbox"/>] Superior – Room Only	
Superior with Breakfast	RM 780.00+	RM 310.00nett – Single RM 340.00nett – Double	[<input type="checkbox"/>] Superior – Single [<input type="checkbox"/>] Superior – Double	
Extra Bed	RM 130.00nett per bed per night (No Breakfast) RM 150.94nett per bed per night (1 Breakfast)		[<input type="checkbox"/>] Beds <small>*max 1 extra bed is allow per room</small>	

Transport Arrangement: [] Hotel Limousine [] Self Arrange

Billing Instruction :

Guaranteed By :	[<input type="checkbox"/>] MasterCard [<input type="checkbox"/>] VISA [<input type="checkbox"/>] AMEX [<input type="checkbox"/>] Others -			
	Credit Card No : _____ Expiry Date : _____ For AMEX cardholders, please provide the 4-Digit Security Code No: _____ [<input type="checkbox"/>] Cash (Full Prepayment)			
Special Request : <i>(subject to availability)</i>	[<input type="checkbox"/>] King-bed [<input type="checkbox"/>] Twin-bed [<input type="checkbox"/>] Non-smoking [<input type="checkbox"/>] Smoking			
Remark :	Guest will be responsible for any claims made by the Hotel for loss on exchange arising from accounts settled by foreign currencies.			

- Official check-in time is 1500 hours and check-out time is 1200 hours. Early arrival will be subject to room availability and one night charge will be levied in order to pre-book the room one night prior to arrival & to guarantee the early check-in.
- Late check-out after 1400 hours will be subject to a half day rate and a full day room charge will be imposed for late check-out after 1800 hours.
- "No-Show" arrival with/without a pre-arranged limousine transfer are subject to a full charge unless prior written cancellation has been received by the hotel no later than 72 hours of estimated time of arrival. Any cancellation must be informed 48 hours prior to arrival, failing which, a one-night penalty charge also will be applicable.
- Cancel by 7 days prior to arrival or 1-night penalty charge (including applicable taxes) will apply, same for "No-Show". Credit card guarantee required at the time of booking.
- All reservations must be guaranteed by a valid credit card / cash / bank draft / cheque. The Hotel reserves the right to release all non-guaranteed rooms within seven (7) days prior to arrival date.
- (For Group Block): All registration to be received by _____ after which, request will be based upon availability and subjected to rate change.
- (With No Group Block): All reservation will be based upon availability at the point of request

I hereby agree to guarantee the accommodation and any transportation charges with my credit / charge cards as above.

Authorized Signature
 Cardholder's Name:-
 Company Stamp:-

Confirmed By : _____

Confirmation No : _____