



KUALA LUMPUR SALES & RESERVATIONS OFFICE

Unit 14-13 , Level 14 , Wisma UOA II , Jalan Pinang , 50450 Kuala Lumpur.

Tel : 03 – 2163 4899 Fax : 03 – 2164 0632 Email : klso.bhl@bayviewhotels.com

ACCOMMODATION BOOKING FORM
SIRIM INTERNATIONAL CONFERENCE
AT BAYVIEW HOTEL LANGKAWI (14 – 17 December 2009)

A) Accommodation Information

1. Accommodation on single or twin sharing basis unless otherwise stated
2. Room rate quoted with daily breakfast and holiday surcharge
3. Hotel check in time 1400 hours , check out time 1200 hours

Room Rate (Nett Per Room Per Night)

Category of Room	Room Type	Room Rate (inclusive of breakfast) in MYR
Superior (Hill View)	Single	190.00nett
Superior (Hill View)	Twin	210.00nett
Deluxe (Sea View)	Single	210.00nett
Deluxe (Sea View)	Twin	230.00nett
Executive (Hill View)	Single	270.00nett
Executive (Hill View)	Twin	290.00nett
Executive (Sea View)	Single	290.00nett
Executive (Sea View)	Twin	310.00nett
Extra Bed		55.00nett

B) Terms and Conditions

1. All rates quoted are in Malaysian Ringgit (MYR)
2. Booking on first come first serve basis and subject to room availability
3. **Booking Procedures**
Booking and enquiries must be in writing and be directed to :-
BAYVIEW HOTEL LANGKAWI
Kuala Lumpur Sales & Reservations Office
Unit 14 – 13 , Level 14 , Wisma UOA II ,
Jalan Pinang , 50450 Kuala Lumpur .
Email : klso.bhl@bayviewhotels.com
Contact No. Tel : 603 – 2164 7515 (Anna)
Fax : 603 – 2164 0632
4. **Confirmation and Booking**
Each booking shall not be deemed to be confirmed until and unless Bayview Hotel Langkawi have issued its confirmation in writing and receive full payment as per proforma invoice issued



KUALA LUMPUR SALES & RESERVATIONS OFFICE

Unit 14-13 , Level 14 , Wisma UOA II , Jalan Pinang , 50450 Kuala Lumpur.

Tel : 03 – 2163 4899 Fax : 03 – 2164 0632 Email : klso.bhl@bayviewhotels.com

ACCOMMODATION BOOKING FORM

SIRIM INTERNATIONAL CONFERENCE

AT BAYVIEW HOTEL LANGKAWI (14 – 17 December 2009)

5. Payment Mode

Payment shall be made to **The City Bayview Hotel Langkawi** by CASH / CHEQUE / DRAFT / CREDIT CARD In Malaysian Ringgit (MYR).

Our Bank : **RHB BANK**

Langkawi Branch

Account No. : : **2 – 02117 – 3500163 – 0**

When making payment , please advise us our booking reference , a copy of the remittance advice OR bank-in slip obtained from your bank will also facilitate in the clearance of payment from our local bank.

6. Cancellations and “No Show”

In the event of a confirmed booking being cancelled , a cancellation charge will be levied . Any cancellation received will incur the following cancellation charges :-

Days before arrival	Cancellation Charges
Less than 30days	25% of the total amount
Less than 14days	50% of the total amount
Less than 07days	100% of the total amount
No Show	100% of the total amount

7. “ No Show”

In the event of a “ No Show” , no refund in full or in part will be given for room not utilised.

8. Cancellation Procedures

Bayview Hotel Langkawi must be notified in writing of any cancellation by fax or electronic mail. A notice is only considered to have been served provided that an acknowledgement and acceptance by Bayview Hotel Langkawi is obtained. Proof of sending does not constitute proof of receipt or acceptance of the cancellation notice.



KUALA LUMPUR SALES & RESERVATIONS OFFICE

Unit 14-13 , Level 14 , Wisma UOA II , Jalan Pinang , 50450 Kuala Lumpur.

Tel : 03 – 2163 4899 Fax : 03 – 2164 0632 Email : klso.bhl@bayviewhotels.com

ACCOMMODATION BOOKING FORM

SIRIM INTERNATIONAL CONFERENCE

AT BAYVIEW HOTEL LANGKAWI (14 – 17 December 2009)

C) BOOKING

Guest Name	Check in/out date	Category of Room	Room Type	No. of Room Required
		Superior (Hill View)	Single	
		Superior (Hill View)	Twin	
		Deluxe (Sea View)	Single	
		Deluxe (Sea View)	Twin	
		Executive (Hill View)	Single	
		Executive (Hill View)	Twin	
		Executive (Sea View)	Single	
		Executive (Sea View)	Twin	
		Extra Bed		

Arrival flight detail : _____

Departure flight detail : _____

Remark : _____

Contact Person Particular

1. Booking made by : _____
2. Company Name : _____
3. Email address : _____
4. Phone No. : _____
5. Fax No. : _____
6. Address : _____
: _____
: _____

Please fax or email this form to the **Reservation at 603 – 2164 0632** or Email :

klso.bhl@bayviewhotels.com or grace.mah@bayviewhotels.com latest by 14/09/2009