**CITADINES REGENCY SAIGON**

**20-21 Pham Ngoc Thach street**

**Booking/Reservation Form:**

|  |  |
| --- | --- |
| Account | Solar, Power, Wind & Energy Vietnam 2019 - Terrapinn |
| Name of guest(s) | (Mr/ Ms) Name |
| Check-in | (Date) |
| Check-out | (Date) |
| Room type |  |
| Number of room |  |

|  |  |
| --- | --- |
| Billing | “Payment Direct by the Guest” |

**☞** Please fill up the highlighted area and email it back to dang.ngocthao@the-ascott.com

**Daily rates terms and conditions:**

1. The apartment allocation is subject to availability of apartment type.

2. Standard check-in time is 2pm. Standard checkout time is 12 noon. Late check-out/ extension of stay is subject to availability and extra charge:

o for check-out before 4:00pm – equivalent to half-day rental

o for check-out after 4:00pm – equivalent to full day rental

3. Cancellation received less than 48 hours' notice prior to the arrival date will be subject to one night’s room charge for daily rate and 7days’ notice prior to the arrival date for one month’s contact and above will be subject to 3 nights’ room charge.

4. No - show of reservation will be subject to a penalty of one night’s room charge for daily rate and three nights’ room charge for one month’s contract and above.

5. Pre-termination of lease is not allowed.

6. Full advance rental is required prior to / upon check – in and non-refundable for amendment.

7. This serviced apartment is for residential purpose only. No events such as weddings, conferences, and other functions are allowed.