



KUALA LUMPUR

### Kuala Lumpur Valve Summit (3<sup>rd</sup> – 5<sup>th</sup> December 2009)

PLEASE SEND THIS FORM BY FAX OR MAIL DIRECTLY TO THE HOTEL BEFORE 2<sup>nd</sup> November 2009

#### HOTEL RESERVATION CONFIRMATION

Name \_\_\_\_\_  
Surname \_\_\_\_\_ First Name \_\_\_\_\_

Company \_\_\_\_\_

Business Address \_\_\_\_\_  
Street address or PO Box No \_\_\_\_\_

City/ State/Country \_\_\_\_\_ Email \_\_\_\_\_

Tel No \_\_\_\_\_ Fax No \_\_\_\_\_

Arrival Date \_\_\_\_\_ Flight No/Arrival Time \_\_\_\_\_

Departure Date \_\_\_\_\_ Flight No/Dept Time \_\_\_\_\_

No of Room (s) \_\_\_\_\_ No of Guest (s) \_\_\_\_\_

Room Category	Daily Room Rate (Single)	Daily Room Rate (Double)
Executive Room (Inclusive of daily breakfast & In room Broadband Internet Access)	RM 535.00++ ( )	RM 585.00++ ( )
Horizon Executive Room (Inclusive of Horizon Club Privileges)	RM 800.00++ ( )	RM 850.00++ ( )
Special Request (Subject to availability)	King size bed ( )	Twin Bed ( ) Non-Smoking ( )

Billing Instruction I hereby authorized Shangri-La Hotel, Kuala Lumpur to Charge \_\_\_\_\_ to my credit card details as follows

Credit card type VISA ( ) MASTER ( ) DINERS ( )  
JCB ( ) AMEX ( ) For AMEX please provide the I/D No

Credit Card No \_\_\_\_\_ Expiry Date \_\_\_\_\_

Airport Transfer: \_\_\_ Yes \_\_\_ No RM 290.00nett per car per way (from airport to hotel)

\_\_\_ Yes \_\_\_ No RM 290.00nett per car per way (from hotel to airport)

Note: A surcharge of 50% will be levied for transfers between 11.00pm to 7.00am and the rate for transfer is subject to change.

#### Remarks

- In the Event of No-Show and last minute cancellation 7 days prior to arrival, late cancellation charges equivalent to full length of stay including the applicable tax and service charges will be imposed.
- All room reservation must be made through the Events Department and subject to room availability.
- Please be informed that the official check-in time is 1400hrs and check out time is 1200hrs
- Early check in is subject to room availability. Pre block one night is required to guarantee the early check in. One night room charge will be applied for pre block.
- Late check out will be on request basis and subject to availability. A half day room charge is applicable for late check out until 1800hrs. Room occupied beyond 1800hrs of the day of departure will be charge a full day rate.
- Room rates are subject to 10% service charge and 5% government tax. Reservations not guaranteed by a credit card will be released by 4pm of schedule arrival.
- Any flight changes must be advised at least 24 hours prior to arrival.
- A special room rate has been arranged for all guests; in order to receive this rate, please do not make your reservation through a travel agent.

**FAX / EMAIL HOTEL RESERVATION FORM TO  
EVENTS MANAGEMENT DEPARTMENT  
Ms Wendy Soo (Assistant Director of Events)  
EMAIL: wendy.soo@shangri-la.com  
FAX: 60 3 2070 8616**

**SHANGRI-LA HOTEL (KL) SDN. BHD. (9159-V)**

11 Jalan Sultan Ismail, 50250 Kuala Lumpur, MALAYSIA Tel: (60-3) 2032 2388 Fax: (60-3) 2070 8616  
E-mail: skl@shangri-la.com Website: www.shangri-la.com