



BIO-ASIA
Partnering Conference
 January 23, 2010 - January 28, 2010



FAX RESERVATION FORM

Kindly send in your reservation form by January 9, 2010

Shaded Areas-Required Information

- New Booking
 Amendment
 Cancellation
 Repeat Guest

To	Room Reservations Department	From	:	_____
	Grand Hyatt Tokyo	Company:	:	_____
E-mail:	<u>reservation@tyogh.com</u>	Fax	:	_____
Fax	: +81-3-4333-8885	Tel	:	_____
Tel	: +81-3-4333-8800	Email	:	_____

Guest's Information

Mr/Ms	_____	_____	_____
	Last Name	Company Name	Given Name
Designation/Title	_____	_____	_____
Company Address	_____		
Zip/City Code	_____	Country	_____
Passport Number	_____	Nationality	_____
Place & Date of Issue	_____	Date of Birth	_____

Reservation Requirements

Room Type	<input type="checkbox"/> Grand Room One Person JPY 35,000	<input type="checkbox"/> Grand Club Room One Person JPY 45,000	
	<input type="checkbox"/> Grand Room Two Persons JPY 40,000	<input type="checkbox"/> Grand Club Room Two Persons JPY 50,000	
* Above group special rates are subject to 10% service charge and 5% consumption tax. * Above group special rates are available for the nights of January 23 - 27, 2010			
Arrival	Date _____	Flight Number _____	ETA _____
Departure	Date _____	Flight Number _____	ETD _____

Guest's Preference

Preferred Room	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> No Preference
Preferred Bed	<input type="checkbox"/> King	<input type="checkbox"/> Twin	<input type="checkbox"/> No Preference
Special Dietary	_____		

Payment Instructions and Cancellation Policy

A valid credit card is required to complete this reservation. Notice of cancellation must be received no later than 15:00 **SEVEN** days prior to arrival date to avoid a cancellation penalty equivalent to one room night's charge.

If guests do not check in on the confirmed arrival date, the room will be carried forward until 12 noon on the following day and will be released thereafter.

Credit Card _____

Card Holder's Name _____

Credit Card Type/Number _____ Expiry Date _____

Remarks:

Hotel Confirmation

Room Rate	Confirmation Number	Confirmed by	Date
JPY _____	_____	_____	_____

Airport transfers are available upon request.

Airport Transfer (Optional)	
Yes <input type="checkbox"/>	JPY46,000-ARRIVAL
Do not mark unless transfer necessary	
Yes <input type="checkbox"/>	JPY46,000-DEPARTURE
Do not mark unless transfer necessary	
Yes <input type="checkbox"/>	JPY80,000-ROUNDRIP
Do not mark unless transfer necessary	

RESTRICTIONS AND CONDITIONS (+)

- Reservations are subject to rooms availability.
- Check-in Time : 15:00, Check-out Time : 12:00.
- Above rates are subject to 10% service charge and 5% consumption tax.
- JPY 200 accommodation tax per person per night to be charged additionally.
- KING sized beds will be issued on a first-come, first-serve basis.