



BANYAN TREE  
— BANGKOK —

**Company:**                    **Aeronautical Radio of Thailand Ltd**

**Group Name:**            **ICAEA Workshop / Discounted Room Rates Available from  
25<sup>th</sup> October - 2<sup>nd</sup> November 2019**

**To: Reservations Department, Banyan Tree Bangkok**

Email: [Reservations-bangkok@banyantree.com](mailto:Reservations-bangkok@banyantree.com)  
With CC to [Phatsakorn.pk@banyantree.com](mailto:Phatsakorn.pk@banyantree.com)

**Title: Mr./Ms./Others** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Number of Staying Guests:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Arrival date:** \_\_\_\_\_ **Arrival Flight No.** \_\_\_\_\_ **ETA:** \_\_\_\_\_ **Airport Transfer: Yes**\_\_\_/No\_\_\_

**Departure date:** \_\_\_\_\_ **Departure Flight No.** \_\_\_\_\_ **ETD:** \_\_\_\_\_ **Airport Transfer: Yes**\_\_\_/No\_\_\_

Airport transfer is available as bellows;

- **THB 3,100 net** per car per way (BMW 7 Series G12M Sport), up to maximum of 3 persons or
- **THB 2,700 net** per van per way (Toyota Commuter Van), up to 8 persons.

**\*\* Note:** Request must be received by hotel at least 24 hours prior to arrival date.

**Room Type (please X to select):**

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- |   |   |
|---|---|
| ___ Horizon Room (Single Occupancy): <b>THB 4,000++</b>       | Bed Type: ___ 1 king bed or ___ 2 single beds |
| ___ Horizon Room (Double Occupancy): <b>THB 4,500++</b>       | Bed Type: ___ 1 king bed or ___ 2 single beds |
| ___ Oasis Retreat Room (Single Occupancy): <b>THB 4,600++</b> | Bed Type: ___ 1 king bed or ___ 2 single beds |
| ___ Oasis Retreat Room (Double Occupancy): <b>THB 5,200++</b> | Bed Type: ___ 1 king bed or ___ 2 single beds |
| ___ Serenity Club Room (Single Occupancy): <b>THB 5,600++</b> | Bed Type: ___ 1 king bed or ___ 2 single beds |
| ___ Serenity Club Room (Double Occupancy): <b>THB 5,600++</b> | Bed Type: ___ 1 king bed or ___ 2 single beds |

Smoking Preference: Smoking \_\_\_\_\_ Non-smoking \_\_\_\_\_ Others Room Preference: \_\_\_\_\_

**With these special rates, your group will be entitled to;**

- Daily Buffet Breakfast at Romsai Restaurant, Lower lobby level
- Complimentary in-room broadband and wireless internet usage

**Remarks;**

- The additional charge of extra bed charged at THB 2,000++ per room per night ( inclusive of breakfast for one person)
- The Breakfast for child 0 -3 years old free of charge, age 4 - 11 years old charged half price and age 12 years old and above charge full price at THB 730 net per person per day

**Group Reservation Form: Aeronautical Radio of Thailand Ltd.- ICAEA Workshop / from 28<sup>th</sup> – 30<sup>th</sup> October 2019****Terms and Conditions;**

- The rates are valid for **Aeronautical Radio of Thailand Ltd – ICAEA Workshop** from 25<sup>th</sup> October – 2<sup>nd</sup> November 2019 and group reservation form must be received **by 1<sup>st</sup> September 2019**, and **no later than 27<sup>th</sup> September 2019**. (after this mentioned date best available rates will be applied for all bookings)
- Room types and room rates are subject to availability at time of receiving your reservation.
- The rates are extended to Pre & Post stay
- The rates are subject to 17.7% service charge and government tax, based on per room per night for single (1 person) / double (2 persons) basis.
- All the special rates are non-commissionable
- Credit card details are required in order to guarantee your room reservations.
- Individual account: accommodation and the incidental expenses in guest room (Food & Beverage, minibar, laundry, telephone, room service, airport transfer etc.) to be settled prior to your departure by cash or credit card.

**Club Privileges for Serenity Club Room;**

- Access to the Club Lounge, located on 19th floor, open daily from 07.00 - 10.00hrs.
- Registration and express check-out at the Club Lounge (during operating hour)
- Complimentary buffet breakfast at Club Lounge from 7.00 - 11.00 hrs.
- Complimentary beverage drinks (soft drinks, tea and coffee) at the Club Lounge from 07.00 - 10.00hrs.
- Complimentary light snacks at the Club Lounge from 07.00hrs. – 17.30hrs.
- Complimentary canapés, alcoholic drinks and cocktails from 17.30 - 19.30 hrs. at the club lounge.
- Complimentary laundry or pressing for up to 2 pieces a day
- Complimentary use of boardroom on the 19th floor (maximum 8 persons, for up to 3 hours per stay) subject to availability

**Check-in and Check-out procedure;**

- Check-in time from 14.00 hrs. Check-out time is from 12.00 noon.
- We will make every effort to accommodate those guests who arrive before 14.00 hrs.

**Early Check-in and Late Check-out Policy;**

- Early Check-in before 10.00 hrs., a full day charge will be required
- Early Check-in between 10.00 hrs., and 14.00 hrs., a half day charge will be required
- Late Check-out between 12.00noon and 16.00hrs., a half day charge will be required
- Late Check-out from 16.00hrs. onwards, a full day charge will be required

**Payment:**

Card Type: Amex\_\_\_\_\_ / Visa\_\_\_\_\_ /Diners Club\_\_\_\_\_ /MasterCard\_\_\_\_\_

Card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_ Signature: \_\_\_\_\_

**Cancellation Policy:**

- Cancellation is required at least 5 day prior to arrival, in case of late cancellation or no-show, 100% of total room cost plus one way airport transfer on arrival (if booked) will be charged to the credit card provided.
- Booking amendment is possible and it is required by 2pm Bangkok time 2 days prior to arrival.
- Guests are responsible for informing the hotel directly for any change or cancellation.

**For Hotel Use Only:**

\_\_\_ Confirmed as requested. Confirmation Number: \_\_\_\_\_ Confirmed by: \_\_\_\_\_

\_\_\_ Unable to confirm. Reason: \_\_\_\_\_ Hotel Staff: \_\_\_\_\_