



## RESERVATION FORM

### 11<sup>th</sup> ASEAN INSURANCE CONGRESS AND 43<sup>rd</sup> ASEAN INSURANCE COUNCIL MEETING ON 20-24 Nov 2017

GUEST DETAILS	
First Name:	Last Name:
Nationality:	Mobile:
Address:	Email:
Organization/Company:	Phone:
Address:	

ACCOMMODATION DETAILS	
Arrival Date:	Departure Date:
No of Rooms:	Room Type: Superior/Deluxe
Room Rate: 90 USD	Room Requirement: SGL <input type="checkbox"/> DBL <input type="checkbox"/> TWIN <input type="checkbox"/>
Billing: Guest <input type="checkbox"/> Ministry <input type="checkbox"/> Organization <input type="checkbox"/> please specify here	
Complimentary Airport Service: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Pick Up: flight details here	Drop Off: flight details here
Complimentary Car (upon availability & airport service only) <i>Mini Van (Max. 10) Honda Accord (max 2) Toyota Alphard (Max 4) Toyota Sienna (Max 4)</i>	Hotel Car: (for private service you may rent w/ additional cost) <b style="background-color: yellow;">PLEASE SEE ATTACHED CAR LIST AND PRICES</b>
✚ Please note a group of more than 10 people, additional cost may apply.	

HOTEL SHUTTLE SERVICE (must notify Reception 1 hr prior to your preferred time)	
Hotel to City Center: 07:30, 11:00, 14:00, 17:00, 19:00, 21:30	City Centre to Hotel: 08:00, 11:30, 14:30, 17:30, 19:30, 22:00
FOOD RESTRICTIONS: Halal <input type="checkbox"/> Vegetarian <input type="checkbox"/> Allergies <input type="checkbox"/> please specify here	

Arrival & Departure	<ul style="list-style-type: none"> <li>✓ Standard check in time is at 14h00 on day of arrival</li> <li>✓ Standard check out time is at 12h00 noon on day of departure</li> <li>✓ Early check-in or late check-out are possible upon request &amp; availability</li> <li>✓ A surcharge equivalent to the room rate for one night will apply for early check-in before 09:00 am</li> <li>✓ Late check-out until 18:00pm will be charged at 50% of the room rate and late check-out after 18:00pm will be charged at the full room rate</li> <li>✓ Upon check in, Reception will require 100USD cash deposit to guarantee all guests possible incidentals during their stay. In the event guests did not consume anything, the deposit will be returned to them upon check out</li> </ul>
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#### Landmark Mekong Riverside Hotel

Donchan Road, Thatkao Village, Sisattanak District, Vientiane, Lao PDR  
P.O. Box 2365 Tel: (856-21) 266 888 Fax: (856-21) 266 899  
Email: [info@landmarkmekonghotel.com.la](mailto:info@landmarkmekonghotel.com.la) Website: [www.landmarkmekonghotel.com.la](http://www.landmarkmekonghotel.com.la)



## TERMS & CONDITIONS

### 1. Accommodation Terms and Conditions

- All rates include 10% Service Charge and 10% VAT.
- Room rate is per room per night for single, twin or double occupancy.
- The above unique special rates are strictly confidential and should never be disclosed.

### 2. Complimentary from the hotel

- Daily Breakfast Buffet
- Complimentary access to swimming pool and fitness center
- Complimentary Wi-Fi Internet access in rooms and in all hotel public areas

### 3. Booking policy

- Landmark Mekong Riverside Hotel does not confirm Non-Guaranteed reservations
- Please kindly make your reservation by email only.
- For a swift check in procedure, you may send us your passport details together with the reservation form

### 4. Cancellation Policy

- Should it be necessary to cancel this reservation, you must notify Landmark Mekong Riverside Hotel beforehand. Bookings may be cancelled without penalty up to 14 days prior to group arrival. Cancellations received after these cut-off periods or no show on the day of expected arrival will result in a charge amounting to one night's room charge, inclusive of local Government taxes and service charges.

### 5. Smoking Policy

- All rooms are non-smoking rooms, smoking is only allowed in the room balcony. (upon request)
- Any violation of the hotels "no smoking" policy will incur a 50 USD surcharge and one additional night room charge will be applied

### 6. Payment Policy

- Accommodation charges must be settled upon arrival for guests own accounts.
- Incidentals will be charge upon check out.
- For guests under organization/company, incidental deposit is required upon check in and final accommodation invoice must be signed upon check out.

**Please send the Reservation Form with complete information by email:**

**Attention:**

**Email: [cecille@landmarkmekonghotel.com.la](mailto:cecille@landmarkmekonghotel.com.la)**

**+856 30 5169 374 | +856 20 599 00 693**

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# HOTEL CAR & QUOTATION

Car plate	Description	Number of pax	1 HOUR	4 HOURS (Half day)	8HOURS(Full day)
5699	Mercedes Guest Car E350(New model 2014) *	2		200	400
1155	Hondar Accord Guest Car (New Model 2014)	2	15	70	140
3888	Toyota Sienna Guest Car	4	15	70	120
1118	Toyota Alphard Guest Car (KTP Car)	4	15	70	120
5015	Minivan Guest Car	10	20	80	160

*All price include driver & Gasoline*

*All rates are published in USD*

*Every extra hour will be additional charge @ \$20USD ( exclusive \*)*