



**Snow Polo World Cup 2017 - Room Reservation Form**  
**2017年雪地马球赛—客房预订表格**

Date: \_\_\_\_\_ DD \_\_\_\_\_ MM \_\_\_\_\_ YY

<input type="checkbox"/> NEW 新预定		<input type="checkbox"/> AMENDMENT 更改预定		<input type="checkbox"/> CANCELLATION 取消预定	
Polo Team 球队		Contact No. 联系电话			
Contact Person 联系人		Email 电子邮箱			
Room Code 房型编号	Room Type 房型	Room Rate 价格	Remark 备注		
A1	Deluxe King Room 豪华大床间	RMB 2,500	* Room Rates are inclusive of prevailing tax, breakfast for one person and lunch for one person only. 房价包含税金, 1人份早餐及1人份午餐		
A2	Deluxe King Room 豪华大床间	RMB 3,200	* Room Rates are inclusive of prevailing tax, breakfast for two persons and lunch for two persons only. 房价包含税金, 2人份早餐及2人份午餐		

\* RMB 500 deposit/night per room is required upon check-in.  
每间每晚收取押金人民币500元。  
\* Lunch will be served at Derby Café.  
午餐在咖啡物语享用。  
\* Any other expenses, for example laundry, phone charges, etc., will be charged to room and paid by the guests upon check-out.  
其他消费, 例如洗衣、电话费用等, 将计入房间并于退房时结账。  
\* The Club reserves the right to evict anyone additional in the room. The decision of the Club in respect of any matters will be final.  
马球会有权驱逐任何额外于房间内的住户。如有任何争议, 马球会将保留最终决定权。

Guest Name 入住客人姓名		Mr./Ms. 称谓	Expected Date/Time of Arrival/Department and Airport Transfer Flight Information 预订住宿情况和机场接送航班信息				Room Code 房型编号	Room Rate 房价	No. of Room Night 房晚数量	Total 总计
Surname 姓	First Name 名		Arr. Date/ Time 入住日期	Flight No. 航班号	Dep. Date/ Time 离店日期	Flight No. 航班号				
								Grand Total 合计		

Payment Method 付款方式

Cash 现金       Credit Card \* 信用卡       Bank Transfer \* 银行转账      Other 其他 \_\_\_\_\_

\* Remarks 备注  
Credit Card 信用卡 Please fill in and submit the attached Credit Card Authorization Payment Form with the booking form to the Club.  
请填写附件信用卡授权信连同本订房表格发送至马球会。  
Bank Transfer 银行转账 Please contact us for bank details.  
请与本会联系提供转账账户信息。

For Official Use Only 内部使用

Approved 批准人 \_\_\_\_\_

Received & Input By 签收 / 录入人 \_\_\_\_\_

Transportation Request 车辆需求

Yes 是       No 否

Special Requests and Arrangements 特殊要求及安排

Important Information 重要信息

1. Please fill out this form and send back by fax to (86) (22) 2385 8888 or by email to reservation@metropolitanpoloclub.com.  
填妥后请把本表格传真至 (86) (22) 2385 8888 或电邮至 reservation@metropolitanpoloclub.com.
2. All bookings must be guaranteed at the time of reservation by credit card or advance payment. We accept all major credit card. Cancellation in less than 1-day prior to the arrival data or "no-show", room charge penalty would be applied for each of the unused guest room during the room block period.  
所有预订需以信用卡或提前预付方式作担保。本会接受所有通用信用卡。如于活动前1天取消预订或客人未按照预订日期入住, 将收取全额房费作赔偿。
3. For any enquiry please contact us at (86) (22) 8782 6666 (Direct Line) or email to reservation@metropolitanpoloclub.com.  
如有任何疑问请拨打 (86) (22) 2385 8888 (直线) 或电邮至 reservation@metropolitanpoloclub.com.