

**Please complete and return this form to ANA InterContinental Hotel via email:
emi.yoshida@anaintercontinental-tokyo.jp or fax: +81-3-3505-1190 by April 20, 2018**

Guest Information

Title (Mr., Mrs., Ms., Dr.) First Name _____ Last Name _____

Company Name _____

Title/Department _____

Address _____ Country _____ Postal Code _____

Tel _____ Fax _____ Email _____

Please select room type:

Occupancy: Single Occupancy Double Occupancy

Room Type & Rate: Classic Room, Single Occupancy including one breakfast / JPY27,620

Classic Room, Double Occupancy including two breakfasts /JPY29,740

Classic Room, without breakfast / JPY25,500 (same rate for both single occupancy and double occupancy)

• Above rates are exclusive of taxable 13% service charge, 8% consumption tax and JPY200 Tokyo accommodation tax.

Arrival Date: _____ Arrival Flight Information: _____

Departure Date: _____ Departure Flight Information: _____

Request: _____

*Check-in time is after 15:00 / Check-out time is before 11:00. Outside of this time range, additional surcharge will be applied.
Please refer the Terms and Conditions below.

* A credit card guarantee and signature of the credit card holder is required at the point of reservation.

Guaranteed by: Credit Card: AMEX Diners JCB Mastercard Visa

Cardholder's Name: _____ Signature: _____

Credit Card Number: _____ Expiry Date: _____

Terms and Conditions

- All booking changes and cancellations must be made in writing and must be sent to emi.yoshida@anaintercontinental-tokyo.jp
- In order to use the above mentioned room rate for your booking, please submit this form to the hotel by **April 20th, 2018.** After April 20th, rooms will be subject to availability which the hotel will extend their best available rates.
- Check-in time is after 15:00hrs. Please make a one night pre-blocking of guest rooms should an early check in before 1500 hrs is required. Check-out time is before 11:00hrs. Late check out will be on request basis. 30% of the room charge will apply for check-out from 12:00 to 15:00, 50% of the room charge will apply for check-out from 15:00 to 18:00, a full day charge will apply if guest checks-out after 1800 hrs.
- Any cancellation made after 15:00 Tokyo local time on the day prior to arrival date will be charged one night's room and tax against the credit card submitted above. No-show will also be charged one night's room and tax against the credit card submitted above.
- By providing above mentioned credit card details, cardholder agrees to the reservation guarantee policy, terms and conditions mentioned above.

GUEST SIGNATURE: _____ DATE: _____

This form will be sent back to you with the relevant confirmation number below and date and should be kept as the reservation confirmation.

Space for correspondence with hotel:

Confirmation number _____ Booked by _____

Reservation Date: _____