

BUSINESS REPLY FORM

SEIPI @ BAGUIO 2010

July 22-24, 2010, Baguio Country Club, Baguio City, Philippines

Please complete this form and fax to SEIPI (632) 844-9037 or email back to: janel@seipi.org.ph

1. ATTENDANCE ON SEIPI ACTIVITIES

Our company _____ (name) will be represented by the following delegates in the SEIPI @ Baguio 2010 and will participate in the activities listed below:

		July 22 Thursday	July 23 Friday		July 24 Saturday
	Name	SEIPI Golf Fellowship	SEIPI Luncheon & GMM	SEIPI Fellowship Night	SEIPI Tour
1					
2					
3					
4					
5					

(Please tick activities where you will attend)

2. HOTEL BOOKING ARRANGEMENTS AT BCC

Room Type	Room Rates (inclusive of Set Breakfast)	Number of Rooms to be Reserved	Check-In Date	Check-out Date
Deluxe (Single/Twin)	P2,980			
Deluxe Suite	P4,060			
Executive Suite	P6,220			

(Please tick number of rooms to be reserved including check-in and check-out dates)

3. CREDIT CARD INFORMATION

Name of cardholder	
Type of Card and number	
Card expiry date	

(Please type cardholder's name, card type and number, and expiry date)

RESERVATION PROCEDURE/ROOM REDUCTION, NO SHOW & CANCELLATION

The individual delegates will make reservations direct to the organizer. Guest room must be guaranteed by individual's credit card at time of booking.

The Organiser shall provide the Hotel with an initial rooming list by 10 July 2010. The rooming list should include guest name, arrival/departure dates, room category, single/double occupancy and credit card details for reservation guarantee. A final rooming list is due by 19 July 2010. Any reservations made after this date will be subject to availability.

Any cancellation of guest rooms after 15 July 2010 or no show will result in a late cancellation charge equivalent to full duration of stay. Early departure will be charged for the duration as originally reserved. Charges will be on the individual credit card of the participants.

"Late Cancellation" charges shall be billed full rate.

GUEST ROOM RESERVATIONS GUARANTEE

For credit card guarantee, the Hotel requires written information to include the name of the cardholder as it appears on the card, the card number and card expiry date. Guaranteed reservations will be held until noon on the following day of the confirmed arrival date.

All non-guaranteed reservations will be released after 18:00 hours on the date of scheduled arrival. Thereafter, guest rooms will be subject to availability.

CHECK-IN/ CHECK-OUT TIME @ BCC

Standard check-in time is at 2:00 PM. Early check-in is subject to room availability.

Standard check-out time is at 12:00 NN. Extension of stay must be arranged in advance by the group organizer/ coordinator in writing with the Front Desk within 24 hours before expected time and/or date departure and shall be subject to room availability. BCC reserves the right to refuse extension of stay that are not authorized by the group organizer/ coordinator and/ or by BCC.