The Hotel 78 Mandalay

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| **RESERVATION FORM**  **The Hotel 78 Mandalay** offer special rates to participants of **4th Asia Pro Bono Conference and Legal Ethics Forum 2015**, to be held from ***September 2nd to 6th 2015****.* To make your reservations, please complete the accompanying form with the appropriate information and return one copy to Saw Soe Moe Hlaing, [thehotel78.reservation@gmail.com](mailto:thehotel78.reservation@gmail.com)     |  |  |  |  | | --- | --- | --- | --- | | Room | Twin | Double | Family | | Normal Rate | 50 USD | 45 USD | 60 USD | | Special Conference Rate | 45 USD | 40 USD | 55 USD | | |
| **GUEST NAME** | Gender: Mr. / Mrs. / M&M / Ms.  Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **CONTACT INFORMATION** | Tel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ARRIVAL DATE** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Flight: \_\_\_\_\_\_\_\_\_\_ ETA: \_\_\_\_\_\_\_\_\_\_ |
| **DEPARTURE DATE** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Flight: \_\_\_\_\_\_\_\_\_\_ ETA: \_\_\_\_\_\_\_\_\_\_ |
| **ROOM TYPE** | **The Hotel 78** (Corner of 78th Street & Theik Pan St, Mandalay)  □ Twin Room ( $45 USD)  □ Double Room ( $40 USD)  □ Family Room ( $55 USD)  \*Above room rate includes complimentary breakfast. |
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| **CREDIT CARD NO.** | \_\_\_\_\_\_ Visa \_\_\_\_\_\_ Master \_\_\_\_\_\_ AE \_\_\_\_\_\_\_ Diners \_\_\_\_\_\_ JCB  No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiry \_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Remarks: Please provide your credit card information in completing the reservation process or the room will be released after August 10th 2015.***

**Hotel Policy:**

1. Each guest will guarantee their individual room and will be responsible for cancellation and no-show penalty.

2. The reservation guarantee forms need to be submitted by August 10th, 2015 after which additional room requests will be subject to availability. The hotel reserves the right to amend the room rate subject to the demand for the dates requested.

3. The hotel will require 50% prepayment of the room reserved by the guest and this will be charged to the credit card provided. The balance of the room charges will be automatically charged to the credit card provided on the day of check out unless guest prefers to pay in cash or with another credit card.

**4.** Cancellation without advanced notice or less than 7 days notices, one night's charge will be applied.

5. Cancellation without advanced notice or less than 14 days notices, 1/2 of one night's charge will be applied.

6. Cancellation without advanced notice or less than 31 days notices, 1/3 of one night's charge will be applied.

7. Check in time is **2:00 p.m**. and check out time is **12:00 p.m**.