



RESERVATION FORM

11th Asia Pro Bono Conference

ON 16-18 September 2022

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

ACCOMMODATION DETAILS		
Arrival Date: []	Departure Date: []	
Room Type	Room Rate:	Room Requirement:
<input type="checkbox"/> Superior / Deluxe Room	70 USD	SGL <input type="checkbox"/> DBL <input type="checkbox"/> TWIN <input type="checkbox"/>
<input type="checkbox"/> Executive Mekong Suite	280 USD	Double
<input type="checkbox"/> Ambassador Suite	380 USD	Double
Billing: Guest <input type="checkbox"/> Ministry <input type="checkbox"/> Organization <input checked="" 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)	Hotel Car: (for private service you may rent w/ additional cost)	
Mini Van (Max. 10) Honda Accord (max 2)	PLEASE SEE CAR LIST AND PRICES AS BELOW	
Toyota Alphard (Max 4) Toyota Sienna (Max 4)		
✚ 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: 11:00	City Centre to Hotel: 15:00
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"> ✓ Standard check in time is at 14h00 on day of arrival ✓ Standard check out time is at 12h00 noon on day of departure ✓ Early check-in or late check-out are possible upon request & availability ✓ A surcharge equivalent to the room rate for one night will apply for early check-in before 09:00 am ✓ 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
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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 Website: www.landmarkmekonghotel.com.la



- ✓ 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

TERMS & CONDITIONS

1. Accommodation Terms and Conditions

- All rates include 10% Service Charge.
- 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: Hotel

Email: reservation@landmarkmekonghotel.com.la
chanthala@landmarkmekonghotel.com.la

+856 20 59999142

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Car Rental Service

DESCRIPTION	PRICES (USD)				
	SEDAN (MAX 4 Persons)	MINIVAN (Max 10 Persons)	Mercedes Benz (Max 3 Persons)	DISTANCE	TIME
Hotel - City Center	(10\$)	(20\$)	(20\$)	4 km	15 Minutes
Hotel - Airport	(20\$)	(30\$)	(50\$)	10 km	25 Minutes
Hotel - Patuxay - Thatluang (one way)	(20\$)	(30\$)	-	9 km	25 Minutes
Hotel - Friendship Bridge (one way)	(35\$)	(40\$)	-	17 km	30 Minutes
Hotel - Lao China Railway (one way)	(40\$)	(50\$)	-	-	-
City Tour Half Day Charge/4 Hrs	(70\$)	(80\$)	-	-	-
City Tour 1 Day Charge/8 Hrs	(120\$)	(160\$)	(400\$)	-	-
Car Rental to City Tour	(20\$)	(20\$)	-	-	1Hour
Golf Club (Drop off & pick up)	(70\$)	(80\$)	-	-	-

All price includes driver and gasoline
For any detail please contact directly to counter

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