



HMUN China 2018 Ritz-Carlton Beijing

HOTEL RESERVATIONS FORM A

School: _____

The Ritz-Carlton Beijing, connected directly with the JW Marriott Beijing, is pleased to host schools attending the HMUN China 2018 conference. To reserve rooms for HMUN China, please fill out the requested information on Hotel Forms A and B. Please retain copies of these forms for your records and send them with full payment to the Ritz-Carlton Beijing. Please note that all reservations are made on a first-come-first-serve basis and submission of this form does not guarantee room type. Schools that return their forms and payment to the Ritz-Carlton Beijing will be assigned rooms on a space-available basis.

Subject: HMUN China + School Name
To: Susan Sun (Catering & Conference Service Manager)
Email: susuan.sun@ritzcarlton.com
Tel: +86 10 5908 8948
CC: hmunchina@ap-mun.com

Please print your information neatly below.

School: _____
Name of Faculty Advisor: _____ Day Phone: () _____
School Address: _____ Evening Phone: () _____
_____ E-mail Address: _____
_____ (confirmation numbers will be sent via email)
Arrival date/estimated time: _____ Departure date/estimated time: _____

Please note: The suggested stay for delegations who travel from outside China is from the night of Wednesday, March 14, to noon time of Sunday, March 18. Check-in time is after 2:00 PM and check-out time is prior to 12:00 PM.

On the lines below, please indicate the number of each type of room requested and calculate the total cost based on the number of nights you will be staying at the hotel. The rates indicated below has already included local tax.

No. of Doubles w/out Breakfast	_____ X	1200 RMB	X _____	Nights =	RMB _____
No. of Doubles w/ 1 Breakfast	_____ X	1300 RMB	X _____	Nights =	RMB _____
No. of Doubles w/ 2 Breakfasts	_____ X	1300 RMB	X _____	Nights =	RMB _____
No. of Doubles w/ 3 Breakfasts	_____ X	1400 RMB	X _____	Nights =	RMB _____
No. of Doubles w/ 4 Breakfasts	_____ X	1500 RMB	X _____	Nights =	RMB _____
				TOTAL DUE =	RMB _____

Please indicate your desired method of payment below.

- ____ Credit Card (only cards issued by banks outside China can be used for reservation)
- ____ Bank Transfer

FOR OFFICE USE ONLY: Form Received: ____/____/____

Rooms Assigned: ____/____/____

E-MAIL FORM TO HANDY.ZHANG@MARRIOTTHOTELS.COM



HMUN China 2018 Ritz-Carlton Beijing

HOTEL RESERVATIONS FORM B

School: _____

Please list the occupants of each room you are reserving at the Ritz-Carlton Beijing. Please circle whether each room below is for faculty advisors or for students. The hotel will be **UNABLE TO PROCESS YOUR RESERVATION WITHOUT SPECIFIC NAMES** assigned to all rooms. Changes to the list of delegates and rooms cannot be accepted after March 10, 2018.

Due to hotel limitations, no more than four people are allowed in a room. Considering the comfort of delegates and maximizing the utility of the limited number of rooms, the Double Room may be reserved for 2-4 guests. A limited number of roll away beds will be available for an additional fee. Please consult hangdy.zhang@marriott-hotels.com when you reserve your room if you are interested in reserving a roll away bed. Extra blankets/pillows may also be available.

Room _____ of _____ students/faculty	Room _____ of _____ students/faculty
Estimated check-in time	Estimated check-in time

_____	_____
_____	_____
_____	_____

Room _____ of _____ students/faculty	Room _____ of _____ students/faculty
--------------------------------------	--------------------------------------

_____	_____
_____	_____

Room _____ of _____ students/faculty	Room _____ of _____ students/faculty
--------------------------------------	--------------------------------------

_____	_____
_____	_____

Room _____ of _____ students/faculty	Room _____ of _____ students/faculty
--------------------------------------	--------------------------------------

_____	_____
_____	_____

*The hotel will confirm within 72 hours of receiving this form if your preferred room type is available. If preferred room type is not available, the Ritz-Carlton Beijing will provide second best option for your consideration. The reservation will not be secured by Ritz-Carlton Beijing unless full payment is received.

FOR OFFICE USE ONLY: Form Received: ____/____/____

Rooms Assigned: ____/____/____

PLEASE CONTINUE ON THE BACK IF NEEDED