
RESERVATION REQUEST INFORMATION

Luxembourg for Finance

Group code: 4GR2

1. Reservation Method:

Guests have to request their reservation directly with the hotel's Reservation Department by this reservation form.

Fax: + 55 11 2838 3149
 E-mail: reservations.ghsaopaulo@hyatt.com

2. Room rates and Conditions

The Grand Hyatt São Paulo is pleased to confirm the following special rates for the attendees of Luxembourg for Finance Event:

| Room Type | Tick choice | Special Rates (per night/per room) |
|-------------------|--------------------------|--|
| Club Room Single: | <input type="checkbox"/> | BRL 908,00 + 5% VAT + BRL 8,00 tourism tax |
| Club Room Double: | <input type="checkbox"/> | BRL 948,00 + 5% VAT + BRL 8,00 tourism tax |

* Rates are valid in case hotel do have availability.

3. Reservation Details needed to book the room:

| Room Reservation Request (Please type or print in capital letters) | |
|--|-------------------|
| Company / Institution _____ | |
| () Mr () Ms Last name _____ | First name _____ |
| Street _____ | P.O. Box _____ |
| City _____ | Postal code _____ |
| Country _____ | State _____ |
| Tel. (incl. area code & extension) _____ | Fax _____ |
| Email _____ | URL _____ |

| Travel Details | | |
|----------------------------|------------------------------|------------------------|
| Date of check-in* _____ | Date of check-out* _____ | Number of nights _____ |
| Approx. arrival time _____ | Approx. departure time _____ | |

4. Room Type:

The hotel has to verify the availability of the room category chosen at the moment of the reservation request.

5. Terms and conditions:

✓ *Rates are available for the group period: November 16 to November 19th, 2014.

- ✓ The above rates are quoted on per room, per night basis, subject to 5% VAT (value added tax) and BRL 8,00 tourism tax per room, per night;
- ✓ Non-commissionable rates;
- ✓ Rates for Club Rooms includes internet access;
- ✓ Rates for Club Rooms include continental breakfast and evening cocktails served in the Grand Club Lounge, located on the 20th floor.

6. Check in:

Check in time: 02h00 PM

Early check in: Guests arriving prior to 02h00 pm will be allocated to their rooms upon availability under the charge of 50% of the group rate.

Guaranteed early check in: In order to guarantee the early check in, we strongly recommend pre-register the rooms the night before. Pre-registers will be charged at the full group rate.

7. Check out:

Check out time: 12h00 PM

Guests requiring special consideration for late check out should make their request when placing reservations. Late check out is subject to availability and it will be charged at the full group rate.

9. Extensions of stay and/or additional requests:

Additional reservation requests will be subject to availability and rates may vary.

10. Cancellation, No Show, Early Departure and Guarantee Policies:

All reservations must be pre paid by credit card

Guests need to pre pay their reservation at the time of the booking and in case of early departure, no-show and cancellation the hotel reserves the right to not refund the amount already paid.

Room rates are not refundable.

11. Payment method

Guests will be responsible for all expenses: room rates, taxes and extras.

Please note that reservations will be charged by the following:

- Mastercard
- American Express
- Visa

Credit Card Number: _____ Expiry Date: _____
Card holder's name: _____ Signature: _____

Thank you very for your preference,

Grand Hyatt São Paulo
55 11 2838 1234