

**ROOM RESERVATION FORM**

Please email this Room Reservation Form to [reservations.makati@fairmont.com](mailto:reservations.makati@fairmont.com) and [nina.desacola@raffles.com](mailto:nina.desacola@raffles.com).  
 All reservations will be subject to room availability.

**A. Guest Details:**

Title : \_\_\_\_\_  
 Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Office / Institution: \_\_\_\_\_ Designation: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 City: \_\_\_\_\_ Country: \_\_\_\_\_

**B. Dates of Stay and Transfers:**

Check-in Date: \_\_\_\_\_ Arrival Flight Details: \_\_\_\_\_ Airport to Hotel:  Yes  No  
 Check-out Date: \_\_\_\_\_ Departure Flight Details: \_\_\_\_\_ Hotel to Airport:  Yes  No

If transfers are needed, kindly specify car type:

- Toyota Grandia Van - Php 4,735.50 nett per way
- Lexus ES 300h - Php 4,397.25 nett per way

*Cancellation Policy: 24 hours prior to arrival. Full amount of the limousine transfer will be charged to the guest in the event of a no show or failure to provide a cancellation notice 24 hours before the scheduled service.*

**C. Room Reservation Details:**

**Room Category and Room Rate per Night**

- Fairmont Room (Single Occupancy) – PHP 10,175.80 nett per night
- Fairmont Room (Double Occupancy) – PHP 11,401.80 nett per night
- Fairmont Gold Room (Single/Double Occupancy) – PHP 15,079.80 nett per night

*Rates quoted are inclusive of 12% VAT, 10% Service Charge and 0.6% Government Tax*

**Complimentary Benefits**

- Complimentary daily breakfast
- Complimentary cable and wireless high speed Internet access
- Access to the Fitness Center and outdoor swimming pool
- Nightly turndown service
- Welcome amenity
- Complimentary one parking slot per room on a first come first serve basis

**Additional Benefits for Fairmont Gold Rooms**

- Complimentary cable and wireless high speed Internet access
- Twice-daily housekeeping service
- Exclusive access to the Fairmont Gold Lounge offering a selection of complimentary services:  
 Deluxe continental breakfast  
 Complimentary non-alcoholic beverage service throughout the day  
 Evening cocktails and hors d'oeuvres  
 A dedicated Fairmont Gold team  
 In-room check-in and express check-out services
- Upgraded room amenities
- Complimentary use of the Fairmont Gold Lounge Boardroom for two (2) hours per day, subject to availability
- Complimentary pressing of one (1) suit per stay

**Room Preference**

- Single  Double Occupancy  
 Occupancy (kindly advise sharer name)
- King bed  Twin beds

Other requests (please specify below):

All preferences and requests are subject to availability upon receipt of this form (completely furnished).

*The hotel is strictly a non-smoking place in accordance with the nationwide implementation of Executive Order No. 26, Smoke-Free Environments in Public and Enclosed Places. Violators will be fined PHP 10,000.00 nett. At the Raffles and Fairmont Makati, the Designated Smoking Area is located at the Ground Floor before the lobby entrance.*

**IMPORTANT NOTES:**

- The rates listed are applicable for stays between February 17 - 26, 2025. All rooms are subject to availability at time of confirmation (receipt of this form with complete details)
- Check-in time is 15:00H. If you are arriving between midnight or wish to occupy the room before 15:00H, placing a reservation a night prior to the arrival date is recommended. Check-out time is 11:00H. The hotel shall charge 50% of the group rate for any checkout after 12:00hrs (local time) and before 18:00hrs. Full corporate rate will be applicable after 18:00hrs
- All charges on personal account (room accommodation and incidentals).
- Room reservations must be guaranteed to the traveller's credit card. To guarantee the booking, please contact the Reservations Office at +632 8555 9888 or +632 8555 9777.
- The incidental charges shall be posted to your account for settlement via cash or credit card upon check-out. Front desk officer shall collect incidental deposit amounting to Php 5,000 Nett per room per night upon check-in. Unconsumed amount shall be refunded or reversed in the credit card upon check-out.

Received by and Date:  
 Confirmation Number:

Status:  
 Other Remarks: