

# THE ROYAL HORSEGUARDS



ONE WHITEHALL PLACE

## Hotel Request Form

*Thank you for choosing the Royal Horseguards Hotel. In order to make your reservation, we ask that you kindly complete and send us the information required below:*

Please e-mail this form to:

[ana.costa@guoman.co.uk](mailto:ana.costa@guoman.co.uk)

or call us at:

+44 (0) 207 451 0388/89

or fax on

+44 (0) 207 451 0392

<b>Event/booking code</b>	OPEN GROUP - REF : 3086984	
<b>Hotel</b>	<i>The Royal Horseguards Hotel</i> 2 Whitehall Court, London, SW1A 2EJ Location: Nearest underground – Embankment	
<b>Today's date:</b>		
<b>Guest Name</b>		
<b>Company</b>		
<b>Address</b>		
<b>Tel:</b>	<b>Fax:</b>	<b>Email:</b>
<b>Arrival Date</b>		
<b>Departure Date</b>		
<b>Number of Night(s)</b>		
<b>Number of Room(s)</b>		
<b>Number of Guest(s)</b>		
<b>Room Type required</b>		

*In order to guarantee your reservation, please provide the following credit card detail information:*

<b>Type of Card</b>	
<b>Card number</b>	
<b>Card holder's name</b>	
<b>Expiry date</b>	

*Your reservation cannot be made without the information above.*

*All rooms must be guaranteed with a credit / debit card.*

*Cancellation/No Show Policy: all rooms will be charged, unless prior agreement is made.*

*Please contact Ana (above) in writing to amend or cancel any part of your booking.*

*Confirmation will be sent to you via email confirming your arrival date, the rate per night, the room type and the room type available.*

*Please book no later than the **28 days** prior to arrival as after this date the above discounted room rate is subject to availability.*

*The Royal Horseguards Hotel, 2 Whitehall Court, London SW1A 2EJ*