



THE LEADING HOTELS  
OF THE WORLD®

**HOTEL RESERVATION REQUEST  
“Friends & Family Program”**

<b>Date</b>	
<b>Hotel Name</b>	
<b>Hotel Location</b>	

<b>Arrival Date (Check-in)</b>	
<b>Departure Date (Check-out)</b>	

<b>Number of Persons</b>	
<b>Guest #1</b>	
<b>Guest #2</b>	
<b>Guest #3</b>	

<b>Select Room and Bed Type</b>	<b>Accommodation – Bed Type</b>
	Single Room – One Person Only
	Double Room – Two Persons (One Bed)
	Twin-Beds – Two Persons (Two Beds)
	Extra Person(s) In Room – (Maximum Allowed by Hotel)

<b>Arrival/Flight Number</b>		<b>Estimated Time of Arrival</b>	
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Remarks:
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Following are the procedures for requesting accommodations:

- Submit requests to the [ffamily@lhw.com](mailto:ffamily@lhw.com)
- Requests should be made at least three weeks prior to arrival.
- Prior to confirmation, you will receive reservation details including the room type, rate, policies and additional charges if applicable.
- Once the reservation is processed, written confirmation will be sent via email. As soon as the confirmation is received, contact the nearest LHW reservation service center, provide your confirmation number and credit card details. Do not email credit card details. The booking will not be confirmed until the credit card information is included in the reservation.
- Special requests such as extra beds, cribs, transfers etc. must be arranged with the hotel directly.
- Any disputes, regarding the room rate charged by the hotel, cancellation penalties room assignments must be handled with the hotel directly.
- Friends and Family rates are subject to availability, hotel terms, conditions and policies.
- Some hotels may require a letter of introduction that is to be presented at check-in. Details will be included in confirmation, if this is the case.

<b>Authorized By (GM Name)</b>	
<b>Signature</b>	