

NCKU RESERVATION FORM

New Booking
 Amendment
 Cancellation
 Repeat Guest

To : Peggy Wang - Assistant Event Sales Manager Shangri-La's Far Eastern Plaza Hotel, Tainan E-mail : peggy.wang@shangri-la.com Tel : 886 6 702 8888 EXT. 6827 Fax : 886 6 702 8819	From : _____ Company: _____ Email: _____ Fax : _____ Tel : _____
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Guest's Information

Mr/Ms	_____	_____
	Last Name	Given Name
Title	_____	Company Name _____
Company Address	_____	
Zip/City Code	_____	Country _____
Golden Circle	_____	
Membership Number	_____	
Passport Number	_____	Nationality _____
Place & Date of Issue	_____	Date of Birth _____

Reservation Requirements

Room Type	<input type="checkbox"/> (50 sqm) Deluxe Room : NT\$3,650+10%+5% on SUN to FRI / NT\$4,850+10%+5% on SAT, with 1 breakfast <input type="checkbox"/> (50 sqm) Deluxe Room : NT\$4,050+10%+5% on SUN to FRI / NT\$5,250+10%+5% on SAT, with 2 breakfast <input type="checkbox"/> (50 sqm) Horizon Deluxe Room : NT\$4,650+10%+5% on SUN to FRI / NT\$5,850+10%+5% on SAT, with 1 breakfast
Complimentary in-house wired Internet and Wi-Fi access throughout the hotel	
Arrival	Date _____ Flight Number _____ ETA _____ Yes <input type="checkbox"/> Item No. _____ Transportation Service
Departure	Date _____ Flight Number _____ ETD _____ Yes <input type="checkbox"/> Item No. _____ Transportation Service
*Transportation Fee	
1. HSR Tainan Station - Hotel (Limousine / 7 seat Van) : NT\$800 / NT\$1,400 per car per trip 2. Kaohsiung International Airport - Hotel (Limousine / 7 seat Van) : NT\$1,800 / NT\$2,700 per car per trip 3. Tainan International Airport - Hotel (Limousine / 7 seat Van) : NT\$800 / NT\$1,400 per car per trip	

Guest's Preference (Upon Availability)

Preferred Bed	<input type="checkbox"/> King** <input type="checkbox"/> Twin <input type="checkbox"/> No Preference	** Upon availability
Special Dietary	_____	
**In accordance to government regulations, smoking is not allowed throughout the hotel beginning Jan. 11, 2009. All rooms provided is non-smoking rooms.		

Credit Card Guaranteed

All reservations must be guaranteed by credit card. Reservation without credit card number are not accepted. Notice of cancellation must be received no later than 72 hours of arrival date to avoid a cancellation penalty equivalent to one room night's charge.	
Credit Card	_____ / _____
	Credit Card Type / Number Expiry Date
Card Holder's Name	_____

Remarks:

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Hotel Confirmation

Room Rate	Confirmation Number	Confirmed by	Date
_____	_____	_____	_____

- 1) No-shows or cancellations made within 2 hours prior to the requested transportation arrangement will be subject to one trip charge in full as cancellation fee.
- 2) Check-in time is at 15:00 and check-out time is at 12:00 noon. Check-in require prior to 12:00pm will subject to additional one night room charge. Additional room charge will be applied for late check-out. Please consult with Front Office Receptionist upon check-in on availability. Room occupy until 16:00 will be charge at 50% of the room rate and full rate will be apply for late check-out beyond 18:00.
- 3) Rooms are available on a first-come, first-served basis. Reservations are NOT confirmed until the hotel sends a confirmation number.
- 4) All Rates are quoted in NT\$ and are subject to 10% service charge and 5% VAT
- 5) Kindly send in your reservation form by **Oct 10, 2017**. After this date, rooms are subject to availability