

**NCKU RESERVATION FORM**

☐ New Booking
 ☐ Amendment
 ☐ Cancellation
 ☐ Repeat Guest

To : Marco Huang - Sales Manager Shangri-La's Far Eastern Plaza Hotel, Tainan E-mail: <a href="mailto:marco.huang@shangri-la.com">marco.huang@shangri-la.com</a> Tel : 886 6 7028888 EXT. 6818 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 (50 sqm) <input type="checkbox"/> Deluxe Room : NT\$3,650+10%+5% on SUN to FRI / NT\$4,850+10%+5% on SAT, with 1 breakfast (50 sqm) <input type="checkbox"/> Deluxe Room : NT\$4,050+10%+5% on SUN to FRI / NT\$5,250+10%+5% on SAT, with 2 breakfast (50 sqm) <input type="checkbox"/> Horizon Deluxe Room : NT\$4,650+10%+5% on SUN to FRI / NT\$5,850+10%+5% on SAT, with 1 breakfast (50 sqm) <input type="checkbox"/> Horizon Deluxe Room : NT\$5,050+10%+5% on SUN to FRI / NT\$6,250+10%+5% on SAT, with 2 breakfast (89 sqm) <input type="checkbox"/> Plaza Suite : NT\$6,450+10%+5% on SUN to FRI / NT\$7,900+10%+5% on SAT, with 2 breakfasts	
<b>Complimentary in-house wired Internet and Wi-Fi access throughout the hotel</b>	
Arrival _____	Date _____ Flight Number _____ ETA _____ Yes <input type="checkbox"/> Item No. <input type="checkbox"/> Transportation Service
Departure _____	Date _____ Flight Number _____ ETD _____ Yes <input type="checkbox"/> Item No. <input type="checkbox"/> Transportation Service
*Transportation Fee 1. HSR Tainan Station- Hotel (Limousine / 7 seat Van) : NT\$800 / NT\$1,200 per car per trip 2. Kaohsiung International Airport - Hotel (Limousine / 7 seat Van) : NT\$1,800 / NT\$2,400 per car per trip 3. Tainan International Airport - Hotel (Limousine / 7 seat Van) : NT\$800 / NT\$1,200 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 **Apr 1, 2018** After this date, rooms are subject to availability