

FAX RESERVATION FORM

New Booking
 Amendment
 Cancellation
 Repeat Guest

| | |
|--|---|
| To : Louise Wu- Events Sales Manager Shangri-La's Far Eastern Plaza Hotel, Tainan E-mail: louise.wu@shangri-la.com Tel : 886 6 7028888 EXT. 6825 Fax : 886 6 7028819 | From : _____ Company: _____ Email: _____ Fax : _____ Tel : _____ |
|--|---|

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

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|--|---|
| Room Type: (50 sqm) <input type="checkbox"/> Deluxe Room with 1 breakfast@ NT\$4,100NET (50 sqm) <input type="checkbox"/> Deluxe Room with 2 breakfasts@ NT\$5,025NET (50 sqm) <input type="checkbox"/> Horizon Deluxe Room@ NT\$5,717 included Horizon benefits (single occupancy) (50 sqm) <input type="checkbox"/> Horizon Deluxe Room@ NT\$6,641NET included Horizon benefits (double occupancy) (89 sqm) <input type="checkbox"/> Plaza Suite@NT\$8,200NET included Horizon benefits 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

- HSR Tainan Station- Hotel (Limousine / 7 seat Van) : NT\$700 / NT\$1,100 per car per trip
- Kaohsiung International Airport - Hotel (Limousine / 7 seat Van) : NT\$1,600 / NT\$2,100 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:

Hotel Confirmation

| | | | |
|-----------|---------------------|--------------|------|
| Room Rate | Confirmation Number | Confirmed by | Date |
| [] | [] | [] | [] |

- 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.
- 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.
- Rooms are available on a first-come, first-served basis. Reservations are NOT confirmed until the hotel sends a confirmation number.
- All Rates are quoted in NT\$ and including 10% service charge and 5% VAT
- Kindly send in your reservation form by March **15, 2014**. After this date, rooms are subject to availability