

RESERVATION FORM

New Booking
 Amendment
 Cancellation
 Repeat Guest

To : Ida Hou - Event Executive Shangri-La's Far Eastern Plaza Hotel E-mail: Ida.Hou@shangri-la.com Fax : 886 2 2376 3133 Tel : 886 2 2376 3172	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	_____
Passport Number	_____	Nationality	_____
Place & Date of Issue	_____	Date of Birth	_____

Reservation Requirements

Room Type	<input type="checkbox"/> Superior Single Room @ NT\$6,890+10%	<input type="checkbox"/> Superior Double Room @ NT\$7,490+10%	
Arrival	Date _____	Flight Number _____	ETA _____
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Airport Transfer
Departure	Date _____	Flight Number _____	ETD _____
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Airport Transfer

Guest's Preference (Upon Availability)

Preferred Room	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> No Preference	
Preferred Bed	<input type="checkbox"/> King	<input type="checkbox"/> Twin	<input type="checkbox"/> No Preference	
Special Dietary	_____			
<small>* The room rate indicated in the above is NOT inclusive of breakfast. Aermican Buffet Breakfast is available at NT\$750+10% service charge per person. * The room rate indicated in the above is inclusive of bradband access.</small>				

Credit Card Guarantee

All reservations must be guaranteed by credit card. Reservations without credit card numbers are not accepted. Notice of cancellation must be received no later than 72 hours prior to 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) Airport transfers are available upon request at NT\$2,400 per car per trip (BMW 740).
- 2) No-shows or cancellations made within 2 hours prior to the requested transportation arrangement will be subject to a **NT\$1,200 net** cancellation fee.
- 3) Check-in time is at 15:00 and check-out time is at 12:00 noon. Check-in prior to 12:00pm will be subject to an additional one-night room charge. Additional room charge will be levied for late check-out. Please consult with the Front Office Receptionist upon check-in for availability. Rooms occupied until 18:00 will be charged at 50% of the room rate. Full rate will be applied for late check-out past 18:00.
- 4) All reservations will be held until 4pm on the day of arrival unless guaranteed by credit card.
- 5) A one night "No Show" charge will apply for guaranteed reservations cancelled after 4pm the day before scheduled arrival.
- 6) Room reservations required 72 hours prior to the check-in date for cancellation. One night room charge will be applied for cancellation within 72 hours of the check-in date.
- 7) All Rates are quoted in New Taiwan \$ and are subject to 10% service charge
- 8) This rate is not commissionable to travel agents.
- 9) Kindly fax/email your reservation form by **April 26, 2011**. Afer this date, rooms are subject to availability