

**NCKU**

**New Booking**
                 
  **Amendment**
                 
  **Cancellation**
                 
  **Repeat Guest**

To :	Marco Huang - Senior Sales Manager	From :	_____
	Shangri-La's Far Eastern, Tainan	Company :	_____
E-mail :	<a href="mailto:marco.huang@shangri-la.com">marco.huang@shangri-la.com</a>	Email :	_____
Tel :	886 6 7028888 EXT. 6818	Fax :	_____
Fax :	886 6 702 8819	Tel :	_____

**Guest's Information**

Mr/Ms	_____	_____	_____
	Last Name	Company Name	Given Name
Title	_____	_____	_____
Company Address	_____		
Membership Number	_____		
Passport Number	_____	Nationality	_____
Place & Date of Issue	_____	Date of Birth	_____

**Reservation Requirements**

Room Type (50 sqm)  Deluxe Room with 1 breakfast, 10% discount on prevailing Best Available Rate.  
 (50 sqm)  Deluxe Room with 2 breakfast, 10% discount on prevailing Best Available Rate.  
 (50 sqm)  Deluxe Family Room with 4 breakfast, 10% discount on prevailing Best Available Rate.  
 (58 sqm)  Executive Family Room with 4 breakfast, 10% discount on prevailing Best Available Rate.  
 (50 sqm)  Horizon Deluxe Room with 1 breakfast, 10% discount on prevailing Best Available Rate.  
 (50 sqm)  Horizon Deluxe Room with 2 breakfast, 10% discount on prevailing Best Available Rate.

**The promotional rate/special rate cannot be enjoyed in conjunction with other promotional/discount offers.**

**Best Available Rate Link :** <https://www.shangri-la.com/tainan/fareasternplazashangrila/>  
**Complimentary in-house wired Internet and Wi-Fi access throughout the hotel**

Arrival	_____	_____	_____	Yes <input type="checkbox"/> Item No. <input type="checkbox"/>
	Date	Flight Number	ETA	Transportation Service
Departure	_____	_____	_____	Yes <input type="checkbox"/> Item No. <input type="checkbox"/>
	Date	Flight Number	ETD	Transportation Service

\*Transportation Fee  
 1. HSR Tainan Station- Hotel (Limousine / 7 seat Van) : NT\$800 / NT\$1,400 per car per trip  
 2. Kaohaiung International Airport - Hotel (Limousine / 7 seat Van) : NT\$1,800 / NT\$2,900 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     King\*\*                       Twin                       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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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 are subject to 10% service charge and 5% VAT
- Kindly send in your reservation form by **15 Oct, 2022**. After this date, rooms are subject to availability