

FAX RESERVATION FORM

New Booking

 Amendment

 Cancellation

 Repeat Guest

To : Ruby Chang - Sales Manager Shangri-La's Far Eastern Plaza Hotel, Tainan E-mail: ruby.chang@shangri-la.com Tel : 886 6 7028888 EXT. 6815 Fax : 886 6 7028819	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) Deluxe Room with 1 breakfast@ NT\$4,350+10%+5% on Saturday
 (50 sqm) Deluxe Room with 1 breakfast@ NT\$3,850+10%+5% on Sunday ~ Friday
 (50 sqm) Horizon Deluxe Room@ NT\$5,900+10%+5% included Horizon benefits on Saturday
 (50 sqm) Horizon Deluxe Room@ NT\$5,400+10%+5% included Horizon benefits on Sunday ~ Friday
 (89 sqm) Plaza Suite@NT\$7,500+10%+5% included Horizon benefits on Saturday
 (89 sqm) Plaza Suite@NT\$8,000+10%+5% included Horizon benefits on Sunday ~ Friday

**For double occupancy @NT\$800+10%+5% per room per night included 2nd breakfast
Complimentary in-house wired Internet and Wi-Fi access throughout the hotel**

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

*Transportation Fee

- HSR Tainan Station- Hotel (Limousine / 7 seat Van) : NT\$800 / NT\$1,200 per car per trip
- Kaohaiung International Airport - Hotel (Limousine / 7 seat Van) : NT\$1,800 / NT\$2,400 per car per trip
- Tainan International Airport - Hotel (Limousine / 7 seat Van) : NT\$800 / NT\$1,200 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
_____	_____	_____	_____

- 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 **Nov. 3, 2015** After this date, rooms are subject to availability



2015 Accounting Theory and Practice Conference December 3 ~ December 4 Reservation Form

Guest Name (Last, First)		
Arrival Date (month/day/year)	Departure Date (month/day/year)	Room Type (number of rooms)
Submitted by :		
Telephone :	Fax :	
Email:		
Room Type	Room Rate/Night (net)	Number of breakfasts /room/night included
Business Single Room (1 Super King Size Bed)	NT\$2,460	One
Business Double Room (1 Super King Size Bed)	NT\$2,960	Two
Deluxe Single Room (1 Super King Size Bed)	NT\$2,580	One
Deluxe Double Room (1 Super King Size Bed)	NT\$3,080	Two
Deluxe Twin Room (2 Queen Size Beds)	NT\$3,055	Two
Remark	1. We charge another NTD\$500 for each extra tenant. 2. Add NTD\$200 per room for holiday fee on 4th of Dec.	
Other facilities	Coin-operated laundry machines, free use of Fitness Center. Check -In: after 15:00, Check -Out: before 12:00	
Credit Card	<input type="checkbox"/> VISA <input type="checkbox"/> MASTER <input type="checkbox"/> JCB <input type="checkbox"/> AE <input type="checkbox"/> DINERS	
Card Holder	Exp. Date	mm/yy ____/____
Credit Card No.	----- - ----- - -----	
Signature		

Remarks:

1. Rates apply to participants of the "2015 Accounting Theory and Practice Conference" only.
2. After filling out the form, please return it back via fax or email to (teatree@zendasuites.com.tw) or fax (+886 6 209 5799) it to Zenda Suites before **November 25th, 2015**, we will receive a confirmation note by email or fax.

