

RESERVATION FORM

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

To : Marco Huang - Sales Manager Shangri-La's Far Eastern Plaza Hotel, Tainan E-mail : marco.huang@shangri-la.com 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) ☐ 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. (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/fareasternplazashangri-la/ Complimentary in-house wired internet and Wi-Fi access throughout the hotel	
Arrival _____ Date _____ Flight Number _____ ETA _____ Departure _____ Date _____ Flight Number _____ ETD _____	Yes ☐ Item No. _____ Transportation Service Yes ☐ Item No. _____ Transportation Service
*Transportation Fee 1. HSR Tainan Station- Hotel (Limousine / 7 seat Van) : NT\$800 / NT\$1,400 per car per trip 2. Kaohsiung 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

- 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 **Aug 10, 2019** After this date, rooms are subject to availability