**Reservation Form**

1. **Event Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Event** |  | **Period [Date]** |  |
| **Organizer** |  | **Contact** |  |

1. **Guest Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **⬜ Ms. ⬜ Mr.** | **First Name:**  | **Middle :** | **Last :** |
| **Address** |  |
| **Zip code** |  | **Tel** |  |
| **Contact** | **Mobile** |  | **Fax** |  |
| **E-mail** |  |

**3. Credit Card Details**

|  |
| --- |
| **\* Please mark which service expense are covered by Credit Card** |
| **⬜ ONLY for guarantee ⬜ All charges** **⬜ Room Only** **⬜ Room & Breakfast ⬜ Other ( )** |
| **Card Type** | **⬜ Amex ⬜ Diners ⬜ Euro Card ⬜ JCB ⬜ Master ⬜ VISA** |
| **Card No.** |  |
| **CVC Code** | \* Visa/Master Card Only | **Name of the Cardholder** |  |
| **Exp. Date** |  | **Signature** |  |

**4. Room Type and Price**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room type** | **Check-In** | **Check-Out** | **Nights** | **No. of Room** | **PAX** |
|  **Adult** |  **Child** |
|  |  |  |  |  |  |  |
| \* **Room Rate** : Room Type : **Business   double** .**KRW 134,000 / Deluxe Twin .KRW 119,000**\* **Breakfast is not included** (**KRW 32,400** including tax & service charges) **Location:** Main Building 1F, Ucello (7:00AM~09:30AM) |
| \* **Special room rates** are eligible only for the attendees. \* All room rates include **10% service charge** **and 10% government tax**. \* **Check-in time is 16:00 pm & Check-out is 11:00 pm**. \* **For** **early check-in and late check-out**, an extra charge would be added according to hotel regulations. (Before 10:00 AM or After 16:00PM 100% of room charge)\* Other facilities: Italian, Japanese & Buffet restaurants, Bar, Bakery, Coffee shop, Golf range, Sauna, Souvenir shop ‘Zen’ |

**5. Guarantee & Cancellation Policy**

\* All policies can be kept updating according to hotel policies.

\* At the time of booking, a **credit card is required as a guarantee for your reservation**

\* If your booking is cancelled

- Within **30 days ~ 3 days** of the arrival, there will be 30% of the total charges.

- Within **3days ~ 1day** of the arrival, there will be 80% of the total charges.

- On arrival day or a **NO SHOW**, there will be 100% of the total charges.

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