|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **HOTEL RESERVATION FORM** | | | | | | | |
| **Please complete and return this form to us by email (rsvn@cphotel.co.kr) only** | | | | | | | |
| ***2019 Global Climate Adaptation Week*** | | | | | | | |
| **GUEST DETAILS** | | | | | | | |
| **First Name** |  | | | **Last Name** | |  | |
| **Nationality** |  | | | **Contact No.** | |  | |
| **E-mail Address** |  | | | | | | |
| **HOTEL RESERVATION** | | | | | | | |
| **Check-in date** |  | | | **Check-out date** | |  | |
| **No. of guests** |  | | | **No. of rooms** | |  | |
| **Arrival flight No.** |  | | | **Departure flight No.** | |  | |
| **Room type / Rack Rate** | | | | **Discount Room rate (including V.A.T)** | | | |
| **Deluxe Double / KRW 350,000** | | | | **KRW 110,000** | | | |
| **Deluxe Twin / KRW 350,000** | | | | **KRW 110,000** | | | |
| ★If you add breakfast**, KRW 16,500**(per person) will be charged additionally. (10% V.A.T is included) | | | | | | | |
| **SPECIAL REQUEST** | | | | | | | |
| Early Check-in Late Check-out | | | | | | | |
| Before 09:00 | | 09:00 ~ 12:00 | | | 13:00 ~ 16:00 | | After 16:00 |
| 100% Charge of One night | | 50% Charge of One night | | | 50% Charge of One night | | 100% Charge of One night |
| ★You can check-in from 15:00 and have to check-out at 12:00. | | | | | | | |
| ★ Extra charge will be added for requesting early check-in and late check-out. | | | | | | | |
| ★ We have to payment are personal pay | | | | | | | |
| **CREDIT CARD INFORMATION** | | | | | | | |
| **Credit Card Type** | | | VISA Master AMEX Diners JCB | | | | |
| **Credit Card No.** | | |  | | | | |
| **Card Holder’s name** | | |  | | | | |
| **Expire date (Month/Year)** | | |  | | | | |

**Cancellation Policy**

If the event of any cancellation or change, please notify our reservation team at least 72hours prior to the expected arrival date. One night charge will be applied for no-show or failure of advance cancellation.

None guaranteed reservation(s) will be held 72hours prior to the guest’s expected arrival time (Seoul time). If you wish to hold your reservation(s) without any restrictions, please do guarantee your reservation by providing us with your credit card number and its expiry date.

**Contact No. +82-32-310-5000, Fax. +82-32-310-5103, E-mail.rsvn@cphotel.co.kr**