

FAX RESERVATION FORM

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

To :	Ruby Chang - Sales Manager Shangri-La's Far Eastern Plaza Hotel, Tainan	From :	_____
E-mail:	ruby.chang@shangri-la.com	Company:	_____
Tel :	886 6 7028888 EXT. 6815	Email:	_____
Fax :	886 6 7028819	Fax :	_____
		Tel :	_____

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\$4,050+10%+5% on Saturday
 (50 sqm) Deluxe Room with 1 breakfast@ NT\$3,550+10%+5% on Sunday ~ Friday
 (50 sqm) Horizon Deluxe Room@ NT\$5,450+10%+5% included Horizon benefits on Saturday
 (50 sqm) Horizon Deluxe Room@ NT\$4,950+10%+5% included Horizon benefits on Sunday ~ Friday
 (89 sqm) Plaza Suite@NT\$7,600+10%+5% included Horizon benefits

**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. <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\$700 / NT\$1,100 per car per trip
 2. Kaohaiung International Airport - Hotel (Limousine / 7 seat Van) : NT\$1,600 / NT\$2,100 per car per trip
 3. Tainan International Airport - Hotel (Limousine / 7 seat Van) : NT\$700 / NT\$1,100 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 **Oct. 13, 2014** After this date, rooms are subject to availability