

**FAX RESERVATION FORM**

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

|         |  |          |       |
|---------|--|----------|-------|
| To :    | Ruby Chang - Sales Manager   | From :   | _____ |
|         | Shangri-La's Far Eastern Plaza Hotel, Tainan                             | Company: | _____ |
| E-mail: | <a href="mailto:ruby.chang@shangri-la.com">ruby.chang@shangri-la.com</a> | Email:   | _____ |
| Tel :   | 886 6 7028888 EXT. 6815  | Fax :    | _____ |
| Fax :   | 886 6 7028819  | 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)  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. <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

- 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                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

- 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 **Oct. 9, 2015** After this date, rooms are subject to availability