

**On-Line RV Form**

**NCKU**

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

|          |                                                                            |           |       |
|----------|----------------------------------------------------------------------------|-----------|-------|
| To :     | Marco Huang - Director of Business Development                             | From :    | _____ |
|          | Shangri-La's Far Eastern, Tainan                                           | Company : | _____ |
| E-mail : | <a href="mailto:marco.huang@shangri-la.com">marco.huang@shangri-la.com</a> | Email :   | _____ |
| Tel :    | 886 6 7028888 EXT. 6818                                                    | Fax :     | _____ |
| Fax :    | 886 6 702 8819                                                             | Tel :     | _____ |

**Guest's Information**

|                       |           |                     |
|-----------------------|-----------|---------------------|
| Mr/Ms                 | _____     | _____               |
|                       | Last Name | Given Name          |
| Title                 | _____     | Company Name _____  |
| Company Address       | _____     |                     |
| Membership Number     | _____     |                     |
| Passport Number       | _____     | Nationality _____   |
| Place & Date of Issue | _____     | Date of Birth _____ |

**Reservation Requirements**

Room Type (50 sqm) ☐ Deluxe Room With Breakfast, **15% discount on prevailing Flexible Rate.**  
 (50 sqm) ☐ Grand Deluxe Room With Breakfast, **15% discount on prevailing Flexible Rate.**  
 (50 sqm) ☐ Deluxe Family Room With Breakfast, **15% discount on prevailing Flexible Rate.**  
 (58 sqm) ☐ Executive Family Room With Breakfast, **15% discount on prevailing Flexible Rate.**  
 (50 sqm) ☐ Horizon Deluxe Room, **15% discount on prevailing Flexible Rate** / With Horizon Club Access.  
 (89 sqm) ☐ Plaza Suit, **15% discount on prevailing Flexible Rate** / With Horizon Club Access.

**The promotional rate/special rate cannot be enjoyed in conjunction with other promotional/discount offers.**  
 Flexible Rate Link : <https://www.shangri-la.com/tainan/fareasternplazashangrila/>  
 Complimentary in-house wired Internet and Wi-Fi access throughout the hotel

|           |       |               |       |
|-----------|-------|---------------|-------|
| Arrival   | _____ | _____         | _____ |
|           | Date  | Flight Number | ETA   |
| Departure | _____ | _____         | _____ |
|           | Date  | Flight Number | ETD   |

**Guest's Preference (Upon Availability)**

|                 |                                 |                                 |                                                            |
|-----------------|---------------------------------|---------------------------------|------------------------------------------------------------|
| Occupancy       | <input type="checkbox"/> Single | <input type="checkbox"/> Double | <input type="checkbox"/> Quad(Family room only)            |
| Preferred Bed   | <input type="checkbox"/> King   | <input type="checkbox"/> Twin   | Deluxe Room / Grand Deluxe Room / Horizon Deluxe Room Only |
| 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, Hotel will provide on-line link, please complete within 48 hours, any reservations without credit card guaranteed 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.

**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 16:00 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 in advance, rooms are subject to availability.