**** 199-33, Eulji-Ro, Joong-Gu, Seoul, Korea Tel ) 82-02-752-1112

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**RESERVATION REQUEST FORM**

**GSEF 2013 SEOUL**

|  |
| --- |
| Reservation, Fax: +82-2-757-4411 E-mail: reservation@metrohotel.co.kr |
| Please Complete this form with all requested information and return it to hotel directly by fax or e-mail of Reservation Dept. Metro Hotel. |

A. Guest Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First Name |  | | | **Last Name** |  | | | ( ⬜ Mr. ⬜ Ms.) |
| Passport No.: | | | | | Country: | | | |
| Phone: | | | | | E-mail: | | | |
| Number of Guest | | | （ ） |  | | |  | |
| **Check-in Date** | |  | | **Check-out Date** | |  |  | |
| **No. of Nights ( )** | | | | **Check-in Time:** | | | | |

\*Check-in time is 3PM(or anytime after), and no early check-in allowed.(Luggage storage is available.)

B. Hotel Rate

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Type** | **PAX** | **No. of Rooms** | **Rate(KRW)** |
| Business room | 1 | ( ) | **109,725** |
| (One Single bed, Shower Booth,  Non-smoking) |
| Standard C room | 2 | ( ) | **120,175** |
| (One double bed, Shower Booth,  Non-smoking) |
| Standard A room | 2 | ( ) | **135,850** |
| (One double bed, Bathtub,  Non-smoking) |
| Deluxe room | 2 | ( ) | **148,500** |
| (One double bed & one single bed, Bathtub, Non-smoking) |

***\*Note*** 1. 10% of Tax and Breakfast are included on above rate.

2. Above rate is applicable only for the bookings by this request form.

3. Rooms will be assigned on a first-come first-served basis.

4. The hotel will send you the confirmation for your room reservation.

C. Payment Information

**Credit card guarantee :**

**(Payment will be made when you check in, but this is required for the guarantee of the reservation)**

|  |  |  |  |
| --- | --- | --- | --- |
| Card Detail | □ Master □ Visa □ JCB | | |
| Card No |  | Expires Month/Year | / |
| **Card Holder’s Name** |  | **Signature** |  |

If the card is Master, please enter the CVV code.:

**D. Cancellation/Payment Policy**

Cancellation or amendment must be made no later than 8 days prior to the scheduled date of arrival to avoid a cancellation charge of 1 room night. (Cancellation charge: 8days=Free, 7days=50% of First night charge, 2days=100% of the first night charge)

Payment for the room will be made by credit card when you check in. No cash will be accepted. We accept Visa, Master and JCB. Metro hotel may refuse Check-Ins when is against our payment policy.

