**GSEF 2014**

**RESERVATION REQUEST FORM**

Please complete this form with all requested information and return it to hotel directly by e-mail.

Reservation Info. Mr. Sang Ho, Lee / Ms.Sujin Kim E-mail. [marketing@hotelpresident.co.kr](mailto:marketing@hotelpresident.co.kr) / Tel +82.2.779.7111

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A. Guest Information | | | | | | | |
| **First Name** | |  | | **Last Name** |  | | ( ⬜ Mr. ⬜ Ms.) |
| **Passport No.** | |  | | **Country** |  | | |
| **Phone** | |  | | **E - Mail** |  | | |
| **Accompanying Person** | | |  |  | |  | |
| **Check-in Date** | |  | | **Check-out Date** |  | No. of Nights ( ) | |
| **Check-in Time:** |  | | | ⬜ Smoking ⬜ Non-smoking | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **B. Hotel Rates** | | | |
| **Room Type** | **No. of Rooms** | **Rate(KRW)** | **Breakfast Included** |
| **□ Business Room (Two Single Beds)** | ( ) | 165,000 | Included breakfast  for one person |
| **□ Add Breakfast (per person)** | ( ) | 22,000 | Non Refund |

**▶ Information Notice**

1. All rates are include 10% VAT.
2. All rates are based on Korean Won.

3. Check-in time is 14:00 and check-out time is 12:00.

4. Above special rate is for and Valid for “ GSEF 2014”

|  |  |  |  |
| --- | --- | --- | --- |
| C. Payment Information | | | |
| Payment Info | □ Master □ Visa □ Amex □ Diners □ Others( ) | | |
| Card Number |  | Expiry Date |  |
| **Name on Credit Card** |  | **Signature** |  |

**D. Cancellation and Refund Policy**

. At least your reservation should be made on or before 31 OCT 2014.

.Cancellation must be made at least 7 days prior to your arrival in order to avoid cancellation penalty

* **Cancellation after 7 days prior to arrival : 50% of 1night charge (Tax Included).**
* **Cancellation after 2 days prior to arrival : 1night charge (Tax Included)**
* **No-Shows : 1night charge (Tax Included**)

**E. Extension of stay**

.For any additional nights, the contract rate indicated above will be applied.

.However, additional reservation requests will be subject to room availability of the hotel.

