**Hotel Reservation Form**

**RTSS2023**

**December 2nd to December 10th, 2023**

**Attention: Howard Plaza Hotel Taipei –Sales Dept. Ms. Angel Hsieh**

**Tel: 886-2-2326-7527 Fax: 886-2-2708-2376**

**E-mail: angel.hsieh@howard-hotels.com.tw**

□ New Booking □ Amendment □ Cancellation Date : / /

|  |  |
| --- | --- |
| **A. Guest Details (Please TYPE or PRINT Clearly in CAPITAL LETTERS)** | |
| Salutation: □ Mr. □ Mrs. □ Ms. □ Dr. □ Prof.  Surname: First Name:  Company Name: Nationality:  Address:  Tel: Fax: E-mail:  Check in Date (mm/dd): Flight No : Arrival Time:  Check out Date (mm/dd): Flight No : Departure Time: | |
| **B. Room Type** | |
| **□** Superior King (one king size bed)  **□**  Superior Twin (two single bed) | NT$ 4,000+10% (with ONE daily buffet breakfast)  NT$ 4,500+10% (with TWO daily buffet breakfast) |
| * Official check-in time is 15:00 p.m. and check-out time is **12:00 p.m**. If Check-in prior to 12:00 p.m. is required. An additional ONE night room charge will be applied. * The above rates are inclusive of complimentary benefits as follows： In room internet access, hotel compliments per stay, daily newspaper, one welcome drink per stay, daily two bottle of mineral water, access to the health club at 4th floor. * The Hotel will send a written confirmation upon receipt of the completed form. * Rooms are available on a first-come, first served basis. Reservations are NOT confirmed until the hotel sends a confirmation number. | |
| **C. Airport Transportation** ( Tao Yuan International Airport ﹤﹣﹥Hotel ) | |
| **□**Limousine : NT$2,900 per car per trip for a maximum of 2 passengers with one luggage each; the number of persons: \_\_\_\_\_  **□**Private seven-seated van: NT$3,200 per car per trip for a maximum of 5 passengers with one luggage each; the number of persons:\_\_\_\_\_  **□**Guest Own Arrangement  \*Airport pick-up service must be guaranteed by credit card and changes to arrival time notified at least 3 hours in advance to avoid a "No Show" charge. | |
| **D. Guarantee Information** | |
| Credit Card: **□** Master Card **□** Visa **□** JCB **□** AE  **□** Diners  Card No:  Expiry Date: / (MM/YY)  Card Holder Name (printed):  Security Code: **□□□**  Authorized Signature:  Date:   * No reservation will be accepted without credit card details. In case of no-show on the arrival date or cancellation within 72 hours of the arrival date, one night deposit will be charged. * Above listed rates are only applicable from **December 2 to December 10, 2023.** * Please fill this form out, fax or email back to us to make accommodation reservation. Kindly, return it by **November 20, 2023** to receive this special accommodation offer. The Howard Plaza Hotel Taipei will send a written confirmation upon receiving of this form. We look forward to serving you and please do not hesitate to contact us if you inquire further assistance. | |