

## Hotel reservation form

2018 APsafe Conference

**May 10<sup>th</sup> - May 12<sup>th</sup>, 2018**

**Attention: CAESAR PARK HOTEL TAIPEI -Sales & Marketing Dept.    Mr. Ryan Chang**

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New Booking     Amendment     Cancellation

Date :        /        /

### Guest Details (Please TYPE or PRINT Clearly in CAPITAL LETTERS)

Salutation:     Mr.    Mrs.    Ms.    Dr.    Prof.

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Nationality: \_\_\_\_\_ Birthday (mm/dd/yy): \_\_\_\_\_

Check-in Date (mm/dd): \_\_\_\_\_ Flight No : \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Check-out Date (mm/dd): \_\_\_\_\_ Flight No : \_\_\_\_\_ Departure Time: \_\_\_\_\_

### Room Type

<input type="checkbox"/> Superior Single Room	NT\$ 3,800+10%(with ONE daily buffet breakfast)
<input type="checkbox"/> Superior Twin Room	NT\$ 4,350+10% (with TWO daily buffet breakfast)

- Official check-in time is at 15:00 p.m. and check-out time is at 12:00 p.m.. Check-in require prior to 12:00 p.m. will subject to additional one night room charge.
- 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.

### Airport Transportation (from Taoyuan airport to hotel)

- Not required
- YES, NT\$1880net per trip per limo, share car with \_\_\_\_\_ (maximum 2 people)
- \*Limousine 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.

### Payment Details

Credit Card:     VISA     MasterCard     American Express     JCB

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.

**Please return this form by the deadline date of Apr. 10<sup>th</sup>, 2018. Please do not hesitate to contact us if you have any inquiries.**