

Forward Hotel Taipei Nangang-branch Reservation Form

The 5th Congress of EAAERE

Please fill out this reservation form and credit card authorization form for deposit, then sent back to us, we'll reserve room for you. Thank you very much.

Guest Name		Check-in Date	
Contact info.	Email :	Check-out Date	
	Mobile :		
Airport-Hotel Transportation 機場接送服務			
<input type="checkbox"/> Pick-up NT.\$1500	Flight No.: Arrival Time :	<input type="checkbox"/> Drop-off NT.\$1300	Flight No.: Departure Time :

房型 Room Type	優惠價 Special Rate	間數 Quantity of Rooms
<input type="checkbox"/> Standard Room 標準客房 (無窗) (Only Double, most of rooms are no window)	(Mon.)-(Thr.) NT.\$2200 (Fri.)&(Sat.) NT.\$2800	
<input type="checkbox"/> Business Room 商務客房 <input type="checkbox"/> Double bed <input type="checkbox"/> Twin beds (no window)	(Mon.)-(Thr.) NT.\$2400 (Fri.)&(Sat.) NT.\$3000	
<input type="checkbox"/> Elite Room 精緻客房 <input type="checkbox"/> Double bed <input type="checkbox"/> Twin beds	(Mon.)-(Thr.) NT.\$2600 (Fri.)&(Sat.) NT.\$3200	

****住房須知****

1. 每間客房限兩人入住；加人住宿，每人加收 NT\$500 元/晚；加床為 NT\$800 元/晚，限加一床。(僅部分房型可供加床)
2. 進房時間：當日下午 15:00 後；退房時間：當日中午 12:00 前。
3. 房價皆已含稅、服務費；住房附贈中西式自助早餐，全館提供有線/無線網路、健身房及自助式洗衣房，皆可免費使用。
4. 本旅店全面禁菸，不可攜帶寵物及榴槤進房。
5. 所有服務條款及規定均以本旅店確認為準，並保留修改取消之權利。房價如有更動，恕不另行通知。
6. 訂房如需異動或取消，至少須提前於入住前三日告知；旅客若於入住當日取消訂房或未到者，飯店得收取第一日房租全額之 100% 為訂房手續費。

****Notice****

1. To add an extra person in the room will be a charge of NT\$500/per person, extra bed NT\$800/per night.
2. Check-in Time: 15:00 hrs. ; Check-out Time: 12:00 hrs.
3. The given prices have already included 10% service charge and tax, breakfast, free internet access (cable/wifi), and free use of gym and the self-service laundry.
4. In accordance to the government policy, smoking shall be prohibited in all guest rooms.
5. Hotel is remained to have the right to confirm the validity of reservation and also the right to modify or cancel the deals.
6. Cancellation and date changes must be made 3days before arrival, When you cancel the reservation on the date of arrival or no-show, we will minus the amount of the first night for no-show charges.

****飯店地址(Hotel Address):** 台北市南港區三重路 23 號 No.23, Sanchong Rd., Nangang Dist., Taipei City 11560, Taiwan

****聯絡電話(TEL) :** +886-2-6615-6788**

****Email:** forwardhotel@gmail.com**

台北馥華商旅南港館Forward Hotel Taipei
Forward Hotel Taipei Credit Card Authorization Form 信用卡授權書

本人因無法親自至台北馥華商旅刷卡結帳，特立此書。請在以下信用卡帳號收取預付訂金或帳單款項。
鑒於台北馥華商旅同意上述之安排，本人同意不會取消此授權，並同意台北馥華商旅可連絡發卡銀行以下列信用卡所有人提供與核對此授權書之資料。

I hereby agree to pay *Forward Hotel-Nagang branch* with my credit card by issuing this form of authorization. Please charge the following credit card account for deposit, advance payments or room bills. I agree not to revoke the above authorization and further agree to authorize *Forward Hotel-Nagang branch* to contact the Credit Card Issuing Bank as detailed below for the purpose or verifying the information contained in this form.

確認授權內容 Details of this authorization :

住客姓名 Guest Name : _____

進房日期 Arrival Date : _____ 退房日期 Departure Date : _____

房型 Room Type : _____

訂金 Deposit : NTD \$ 3000

信用卡帳號資料 Credit Card Account Details : _VISA _MASTER _JCB _AE

信用卡號碼 Credit Card No : _____ - _____ - _____

信用卡有效期限 Credit Card Expiry Date : _____ / _____

持卡人姓名 Credit Card Holder Name : _____

聯絡電話 Contact No. : _____

持卡人簽名 Credit Card Holder Signature : _____

(須與信用卡上之簽名相同 same signature as appears on the credit card)

請填寫此授權書並將此授權書回傳至+886-2-6615-6799 or forwardhotel@gmail.com

Please fill out and fax/mail back this authorization form to +886-2-6615-6799 or forwardhotel@gmail.com

如有任何需求，請與我們聯繫，我們將儘快為您服務。

Should you have any further inquiry, please do not hesitate to contact us at any time.

取消訂房相關規定 Cancel Policy :

1. 旅客於入住前3日內取消行程者，飯店保留3個月內使用有效或飯店得收取訂房全額之10%手續費。
2. 旅客於入住當日取消行程者，扣除總金額100%

1. Guests to cancel the reservation before the 3th of checking-in date, hotel keep three months validness or 10% deposit deducted.
2. Guests to cancel the reservation on the checking-in day, 100% deposit deducted.