

# Hotel Reservation Form

Reservation Number	Source	2024 Global Landscape Architecture Conference	
Guest Name	E-mail		
Telephone	Emergency Contact		
Tax ID Number	Payment Method	<input type="checkbox"/> Remit	<input type="checkbox"/> Credit Card
Remarks			

## HOTEL INFORMATION

Hotel Name	Room Type	Project Price	Check-in Date	Check-out Date	Night	No. of Rooms	Total Amount
Guide Hotel Taipei BaDe	Classic Double Room	Weekdays TWD1,900 Weekend TWD2,900					
	Classic Twin Room	Weekdays TWD1,900 Weekend TWD2,900					
	Guide Double Room	Weekdays TWD2,200 Weekend TWD3,300					
	Double Room with City View	Weekdays TWD2,600 Weekend TWD3,600					

\*\*\* The above quotations include the number of breakfast guests corresponding to the room type. Weekdays refer to Sunday to Friday, and Weekend refer to Saturday. \*\*\*

## CREDIT CARD INFORMATION

Cardholder Name		Issuer	
Credit Card Number		Card Valid Thru	/

## BOOKING INFORMATION

Sales Contact	Nina Lin
Phone Number	Jason : 02-7735-7360 #5080
Email	powei.huang@dunqian.com nina.lin@dunqian.com
Official Line Account	@470gqsbp

### Special remarks

- The above prices provide free breakfast based on the number of guests and booked room type.
- Bill payments incur bank or remittance fees plus fees, which are paid by the guest.
- Free wireless Internet access is provided in the guest rooms.
- In compliance with the Smoking Prevention and Control Law, smoking is prohibited in the hotel.
- In order to maintain the quality of the housing, pets are not allowed in the hotel. If a pet is found, a cleaning fee of TWD \$3,000 will be charged.
- If the facilities in the room are damaged or lost, compensation will be charged according to the market price.

### Cancellation and deposit refund standard:

- For group reservations, 30% of the total room fee must be paid within 7 days from the date of placing the reservation. If the deposit is not paid within the time limit, the hotel has the right to cancel the reservation after notification.
- The deposit can be paid by remittance or credit card, and the balance must be paid 7 days before the guest's check-in.
- Once the reservation is completed, if the check-in is not possible as scheduled due to force majeure factors such as natural disasters or man-made disasters and the hotel is required to request a refund, the hotel has the right to charge fees according to the following standards:
  - If the cancellation is made 31 days before the accommodation date, the hotel shall refund 100% of the total room fee.
  - If the cancellation is made 21 days before the accommodation date, the hotel shall refund 80% of the total room fee.
  - If canceled 14 days before the accommodation date, the hotel shall refund 50% of the total room fee.
  - If the cancellation is made 3 days before the accommodation date, the hotel shall refund 30% of the total room fee.
  - If you cancel on the day of stay, the hotel will not refund the total room fee.
- If the guest NO-SHOW on the day of stay, the hotel will charge the first night's room rate and the room will not be reserved.

Signature	Dunqian Intelligent Technology Co., Ltd
	