

**HOTEL RESERVATION FORM**

**“The Society of Korea Smart Water Grid”**

**Meeting Period:** 1st, Nov ~ 2nd, Nov, 2017

◆ Please complete this form and return directly by fax or email to us **no later than 20<sup>th</sup> Oct, 2017 (final cut-off date)** to ensure room availability and special discount. If there's change regarding with the reservation please contact following number or email.

**Reservation Dept.:** Phone: +82 32 726 2001 / Fax: +82 32 726 2002,  
Email: [reservations.opi@oakwoodpremier.co.kr](mailto:reservations.opi@oakwoodpremier.co.kr)

Arrival Date:	Departure Date:
Booker Name:	Participant Name(Mr./Ms.):
Arrival Flight No./Time :	Departure Flight No. / Time :
Company Name:	Email:
Phone No.:	Fax No.:

◆ Please check your choice of accommodations:

(Unit: Korean Won)

Room Type and size	Rack Rate (Room Only)	Special offered Room Rate (Room Only)	Remark
<b>Studio</b> 40~55sq.m	<b>350,000</b>	<input type="checkbox"/> 110,000	* Complimentary use of high speed internet in room * Additional Breakfast : 24,200KRW /person
<b>1 Bedroom Superior</b> 67-75sq.m	<b>450,000</b>	<input type="checkbox"/> 140,000	
<b>2 Bedroom Superior</b> 101~112sq.m	<b>650,000</b>	<input type="checkbox"/> 260,000	

\* All mentioned rates are subject to 10% Government tax and 10% service charge. (Total 21%)

\* Additional Breakfast: **Special discount at KRW 24,200 per person** (from a regular price of KRW 33,000 per person) in case of including in the room rate.

◆ A credit card number is required to guarantee your reservation.

Card: <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> Master <input type="checkbox"/> Visa <input type="checkbox"/> JCB	4 digit # for AMEX: _ _ _ _
Card Number:	Expire Date:

**Check-in and Check-out Policy / Cancellation and No-Show Policy**

- Check-in time after 15:00 and Check-out time before 11:00.
- 1 night penalty will be charge on the no show and cancellation can be made 6pm, 3 days before the arrival date.
- \* The hotel will consider the booking to have been cancelled when the guest who has made a reservation for over

One day has not check-in on the first day of the reservation

We are pleased that you have selected Oakwood Premier Incheon and look forward to welcoming you and your guests soon.

Sincerely yours,

◆ Please indicate special requests and comments; (If you need the breakfast, please mentioned below line.)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_