**Orakai Songdo Park Hotel**

**RESERVATION FORM**

**(2018 SMART WATER GRID INTERNATIONAL CONFERENCE)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Guest Details*** | | | | | | | |
| **First Name** |  | | | **Last Name** | |  | |
| **Nationality** |  | | | **Contact No.** | |  | |
| **E-mail address** |  | | | | | | |
| ***Hotel Reservation*** | | | | | | | |
| **Check-in date** |  | | | **Check-out date** | |  | |
| **No. of guests** |  | | | **No. of rooms** | |  | |
| **Arrival flight No.** |  | | | **Departure flight No.** | |  | |
| ***Room type*** | | | | ***Room rate****(10% V.A.T is included)* | | | |
| **Deluxe Double** | | | | **KRW 100,000** | | | |
| **Deluxe Twin** | | | | **KRW 100,000** | | | |
| ★If you add breakfast**, KRW 20,900**(per person) will be charged additionally. (10% V.A.T is included) | | | | | | | |
| ***Special request*** | | | | | | | |
| Early Check-in Late Check-out | | | | | | | |
| Early Check-in | | | | | Late Check-out | | |
| Before 09:00 | | 09:00 ~ 12:00 | | | 13:00 ~ 16:00 | | After 16:00 |
| 100% Charge of One night | | 50% Charge of One night | | | 50% Charge of One night | | 100% Charge of One night |
| ★Check-in time : 15:00 / Check-out : 11:00. | | | | | | | |
| ★ Extra charge will be added for requesting early check-in and late check-out. | | | | | | | |
| ◀Notice▶ All rooms are NON-SMOKING. | | | | | | | |
| ***Credit Card Information*** | | | | | | | |
| **Type** | | | VISA Master AMEX Diners JCB | | | | |
| **Credit Card No.** | | |  | | | | |
| **Card Holder’s name** | | |  | | | | |
| **Expire date (Year/Month)** | | |  | | | | |

Cancellation Policy

If the event of any cancellation or change, please notify our reservation team at least 72hours prior to the expected arrival date. One night charge will be applied for no-show or failure of advance cancellation. None guaranteed reservation(s) will be held 72hours prior to the guest’s expected arrival time (Seoul time). If you wish to hold your reservation(s) without any restrictions, please do guarantee your reservation by providing us with your credit card number and its expiry date.

**Please forward the reservation via e-mail.**

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