1. **PERSONAL INFORMATION 개인정보**

|  |  |
| --- | --- |
| Guest Name (성함) : |  |
| Company / Organization (회사/학회명) : | |
| Address (주소) : | |
| Work Phone (회사전화) : | Mobile (휴대폰번호) : |
| E-mail (개인메일) : | |

1. **ROOM RESERVATION 객실요금**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Arrival Date (도착일자)(Check-in 15:00) : | | | | | No. of Guest (인원) : | |
| Departure Date (출발일자)(Check-out 12:00) : | | | | |  | |
|  | | |  | |  | |
|  | ()Rooms | |  | ()Rooms |  | ()Rooms |
|  | | ()Rooms |  | ()Rooms |  | ()Rooms |
|  | | ()Rooms  ()Rooms |  | ()Rooms  ()Rooms |  | ()Rooms  ()Rooms |

-All rates are including 21% Service charge & Tax (\* 상기 금액은 세금 및 봉사료 21% 포함한 금액입니다.)

|  |
| --- |
| 1. **OPTION 추가선택사항** |
| Breakfast (상설조식뷔페) : **KRW 26,000** For 1 person (included 21% Service charge & Tax) : ( ) person(s) |

1. **RESERVATION GUARANTEE AND CANCELLATION CHARGE 보증용 카드정보**

|  |  |
| --- | --- |
| Credit Card (카드종류) : ( ) | |
| Card Number (카드번호) : | |
| Expiry Date (유효기간) : | Card Holder (카드소지자명) : |
| Cancellation Charge : - 72 hours prior to accommodation day : No Cancellation Charge  - 48 hours prior to accommodation day : 50% Cancellation Charge  - 24 hours prior to accommodation day : 100% Cancellation Charge | |

1. **SPECIAL REQUEST 특별요청사항**

|  |
| --- |
|  |

\* Please complete and return this form to us by email

\* 신청서 작성을 완료하시면 우측 상단의 Email로 보내주시면 됩니다.