



<https://www.shangri-la.com/en/taipei/fareasternplazashangrila/>

ROOM RESERVATION FORM

New Booking Amendment Cancellation Repeat Guest

PLEASE FAX OR EMAIL RESERVATION FORM DIRECTLY TO HOTEL TO BOOK A ROOM.

To :	Leo CHIU / Senior Sales Manager	Booking Contact	_____
E-mail:	Leo.chiu@shangri-la.com	Email	_____
Tel :	886 2 7700-3021	Tel :	_____
Fax :	886 2 2376-3151	Fax :	_____

Guest's Information

<input type="checkbox"/> Mr. / <input type="checkbox"/> Ms.	_____	_____	_____
	Last Name	Given Name	
Title	_____	Company Name	_____
Golden Circle Membership Number	_____	Email	_____

Reservation Requirements

Room Type Superior Room(11 ping / 36sqm) NT\$6,600+15.5% per room per night without breakfast
 Superior Room(11 ping / 36sqm) NT\$7,200+15.5% per room per night with one breakfast
 Deluxe Room(12 ping / 40sqm) NT\$7,100+15.5% per room per night without breakfast
 Deluxe Room(12 ping / 40sqm) NT\$7,700+15.5% per room per night with one breakfast

* Breakfast is served at 6/F Café at Far Eastern if chose breakfast inclusive room rate package
 * The above rates are quoted in NTD and are subject 10% service charge & 5% government tax
 * The above rates are inclusive of complimentary in-room wifi and parking

Check-in	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Date	Flight Number	ETA	Airport Transfer : MercedesBenz S350 NT\$3,000net per car per way
Check-out	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Date	Flight Number	ETD	Airport Transfer : MercedesBenz S350 NT\$3,000net per car per way

Guest's Preference (Upon Availability)

Preferred Bed King** Twin No Preference ** Upon availability

Special Dietary _____

Credit Card Guaranteed

All reservations must be guaranteed with a valid credit card number, or are otherwise not accepted. Notice of cancellation or postponement must be received no later than 72 hours prior to arrival to avoid a cancellation penalty equivalent to room block period night's full room rate. No show will be changed by hotel equivalent to one night's room rate.

Credit Card _____ _____
 Credit Card Type / Number Expiry Date

Card Holder's Name _____

Remarks:

Hotel Confirmation

Room Rate	Confirmation Number	Confirmed by	Date
_____	_____	_____	_____

- 1) To enjoy the room block rate, please submit this form to hotel by 13th November, 2024**
- Airport transfers is available upon request at NT\$3,000 per car per trip (Benz S-350)
- Airport transfer No Show or Cancellation made within 4 hours on requested hotel's transportation arrangement will be subject to a **NT\$3,000net** cancellation fee.
- Check-in time is at 15:00 and check-out time is at 12:00 noon. Check-in required prior to 12:00pm will subject to additional one night room charge. Additional room charge will be applied for late check-out. Please consult with Front Office Receptionist upon check-in on availability. Room occupy until 16:00 will be charged at 50% of the room rate and full rate will be apply for late check-out beyond 18:00.
- Rooms are available on a first-come, first-served basis. Reservations are NOT confirmed until the hotel sends a confirmation number.
- This rate is not commissionable to travel agents.
- In accordance to government regulations, smoking is not allowed throughout the hotel beginning Jan. 11, 2009.

8) Hotel Map & Directions: <https://reurl.cc/Wx1QQ9>