

**Reservation Form for Executive Training for Policymakers**

\* Please complete and return this form to us by email ([reservation.songdo@ihg.com](mailto:reservation.songdo@ihg.com))

**GUEST INFORMATION**

|  |  |
| --- | --- |
| Title : | |
| Given Name : | Family Name: |
| Address : | Country : |
| States & Postal Code : | E-mail : |
| Phone : |  |

**HOTEL RESERVATION**

|  |
| --- |
| Arrival Date : |
| Departure Date : |
| Room Type & Special Rate (all rates are including 10% Tax)  \*Superior King (One King size bed)  **KRW 121,000 (with 1 Breakfast)**  \*Superior Twin (Separate two semi-double size bed)  **KRW 121,000 (with 1 Breakfast)**  *Room Benefit: \*Complimentary daily English or Korean newspaper (upon request) \*Mineral water in room (daily 2 bottle) \*Access to Gym (2F) \*High speed internet service (wireless)* |
| Number of Guest:  Additional Breakfast (rate is including 10% Tax) **KRW 19,800 (per person)** 1 person  2 person |

Remarks :

\*The room rate and benefits will be applied until the blocked rooms are available. Please reserve ASAP.

\*Duplicated reservation via Online Travel Agent (Booking.com, Hotels.com, Expedia.com and etc) will be fully charged

**RESERVATION GUARANTEE:**

|  |  |
| --- | --- |
| Credit Card : | |
| Card Number: | |
| Card Holder : | Expiry Date : |
| \*Bank Transfer | Account No. : |
| Account Owner : | Swift Code : |
| Bank Address : | |

**BOOKING CONDITIONS**

* Normal Check-in time : from 15:00 / Check-out time: 12:00
* Early Check-in: Before 09:00-Full charge of reserved rate / between 09:00-12:00 50% charge of reserved rate / Afternoon upon availability.
* Late Check-out: Between 3pm~6pm-50% charge of reserved rate / After 6pm-Full charge of reserved rate
* Non-guaranteed reservations will be held 24 hours prior to arrival, after that the reservations will be automatically released.
* For Guaranteed reservations we would require a credit card with expiration date. In the event of late cancellation within 24 hours prior to arrival or non-arrival, a one night accommodation charge will be applied to the credit card.

**For special arrangement please don’t hesitate to contact our Reservations team as follows:**

**Reservations Department, Tel - +82 32 250 0000 or email -** [**reservation.songdo@ihg.com**](mailto:reservation.songdo@ihg.com) **OR**

**Mr Hyunsoo Doo, Sales Executive, Tel : +82 32 250 0303 or Email :** [**hyunsoo.doo1@ihg.com**](mailto:hyunsoo.doo1@ihg.com)