



<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 :	Reservations	Booking Contact	_____
E-mail:	<a href="mailto:reservations.tpe@shangri-la.com">reservations.tpe@shangri-la.com</a>	Email:	_____
Tel :	886 2 2378 8888 ext 6082	Tel :	_____
Fax :	886 2 23763151	Fax :	_____

**Guest's Information**

Mr/Ms	_____	_____	_____
	Last Name		Given Name
Title	_____	Company Name	_____
Golden Circle Membership Number	_____	Email	_____
Passport Number	_____	Nationality	_____
Place & Date of Issue	_____	Date of Birth	_____

**Reservation Requirements**

Room Type       Deluxe Room NT\$6,600 +15.5% / per room / per night  
 \* The above rates are quoted in NTD and are subject 10% service charge & 5% government tax  
 \*The above rates are inclusive of one Buffet Breakfast at 6/F Café at Far Eastern, for single occupancy  
 \* The above rates are inclusive of complimentary in-room broadband  
 \*Deluxe Room NT\$7,200+15.5% per room per day for double occupancy with 2 Buffet Breakfasts included

Arrival	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date	Flight Number	ETA	Airport Transfer
Departure	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date	Flight Number	ETD	Airport Transfer

**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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 1) To enjoy the room block rate, please submit this form to hotel by 8 November, 2023
- 2) Airport transfers is available upon request at NT\$3,000 per car per trip (Benz S-350)
- 3) Cancellation made within 2 hours on requested hotel's transportation arrangement will be subject to a **NT\$1,500net** cancellation fee. No Show will be subject to a **NT\$3,000net** no show fee.
- 4) 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.
- 5) Rooms are available on a first-come, first-served basis. Reservations are NOT confirmed until the hotel sends a confirmation number.
- 6) This rate is not commissionable to travel agents.
- 7) In accordance to government regulations, smoking is not allowed throughout the hotel beginning Jan. 11, 2009.
- 8) Hotel Map : <https://qoo.gl/maps/eM7dMqrTNa32>