



HOTEL RESERVATION FORM – Booyoung Hotel & Resort

※ Please complete the form and send it by e-mail (sungwontour@gmail.com) to the hotel by and note that the applications submitted after **December 22, 2017**. will be accepted on a space-available basis.

1. Personal Information

Title	<input type="checkbox"/> Dr. <input type="checkbox"/> Prof. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		
Name	(First Name)	(Middle Name)	(Last Name)
Affiliation			Department
Country			
Tel.	(Please Include Country & Area Code)	Fax.	(Please Include Country & Area Code)
E-mail			

2. Hotel Booking Detail

	Room Type	Notice	Special Rate	
			Weekday (Sun~Thurs)	Weekend (Fri~Sat)
Hotel	Standard Double	Double / 2ppl	SOLD OUT	
	Standard Twin	Single + Single / 2ppl		
	Deluxe Double(City)	Double / 2ppl		
	Deluxe Twin(City)	Double+ Single / 3ppl	115,000	145,000
	Deluxe Double(Ocean)	Double / 2ppl	SOLD OUT	
	Deluxe Twin(Ocean)	Double + Single / 3ppl	135,000	165,000
	Junior Suite	King / 2ppl	145,000	175,000
	Hollywood	King + Semi-Double / 3ppl	175,000	205,000
Resort	Premium	Queen / 3ppl	135,000	165,000
	Premium Suite(City)	King + Double(2) / 6ppl	205,000	235,000

***Room Types "Standard Double, Standard Twin, Deluxe Double (Ocean & City) " have been SOLD OUT**

Breakfast	Buffet	25,000
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Type for Room			
	• I will be sharing with _____ (Name of Person).		
Number of Nights	Number of Rooms		
Check-in Date	Check-out Date		
Breakfast (shall be paid to the hotel directly upon checkout) <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of People	(People)
		Number of Meal	(Meals)
Special Request	<input type="checkbox"/> No <input type="checkbox"/> Yes, Please specify:		



3. Booking Guarantee Information

(Please note that the card information will be used ONLY to guarantee your hotel reservation)

Card	<input type="checkbox"/> VISA <input type="checkbox"/> MASTER <input type="checkbox"/> JCB <input type="checkbox"/> Other:	<input type="checkbox"/> AMEX((4 digit number for AMEX):
Card Number		Expiry date(mm/yy)
Card Holder		

4. Please Note

Due to the limited availability and high demand please reserve rooms as soon as possible. Please complete this form and send it by e-mail (E-mail: sungwontour@gmail.com) to the official travel agency [Sungwon Tour] before **December 22, 2017**.

- The special rates above are for the duration of the conference.
- Additional charges apply on weekends. (Fri.-Sat.)
- Please note that the room rates are fixed in KRW (Korean Won).
- Included 10% service charge and 10% VAT (Value-Added Tax) to the amount of the room rate
- Early check-in or late check-out is upon availability with extra charge.
- Additional individual charges such as telephone call, mini bar etc, shall be paid to the hotel directly upon checkout.
- Breakfast charge shall be paid to the hotel directly upon checkout.
- All accounts (room & expenses in the rooms) must be settled on the day of departure.
- Please note that telephone reservation will not be accepted.
- The confirmation of reservation will be sent to you within 1 weeks through the email in personal information.

5. Cancellation & Refund Policy

- Any change or cancellation MUST be notified in writing to the Sungwon Tour (E-mail) two weeks before your arrival.
- Cancellations can be made **15 days** prior to conference date without penalty. (Korean Local time basis)
- Cancellations made between **14 days to 7 days** prior to conference date will cause 50% of total price as penalty.
- Cancellations made between **6 days** prior to conference date will cause 100% of total price as penalty.
- No-show will be charged a cancellation fee equivalent to the value of the accommodation charge and will be charged to your credit card.
- All bank charges will be deducted from the refund amount.
- Please note that for administrative reasons, refunds will be made after the conference.

I have read and understood the cancellation and refund policies and wish to confirm my hotel reservation as above.

Date: _____ **Applicant Name:** _____ **Signature:** _____