

The 2014 5th United Cities and Local Governments Asia-Pacific (UCLG ASPAC)

RESERVATION FORM (2014/09/03 ~ 09/06)

Please type or print in capital letters and email back (Fax: 886-2-7735-5052)

Sales & Marketing Department - Attention:

Reservation Supervisor Ms. Raven Lin (Tel: 886-2-7735-5000 or rsvn@justsleep.com.tw)

Senior Sales Manager Ms. Elle Chen (Tel: 886-2-7735-5008 or elle.chen@justsleep.com.tw)

Gender: Mr. / Mrs. / M&M / Ms.

GUEST NAME

Last Name: _____

First Name: _____

COLLEGE NAME

CONTACT
INFORMATION

Tel: _____ Fax: _____

Email: _____

ARRIVAL DATE

_____ Flight: _____ ETA: _____

DEPARTURE DATE

_____ Flight: _____ ETA: _____

ROOM TYPE

Just Sleep @ Linsen (3F, No. 117, Linsen N. Rd., Taipei 10454, Taiwan)

Superior room 17sqm (NT\$2,600Net including one daily buffet breakfast)

Deluxe room 20sqm (NT\$3,000Net including two daily buffet breakfast)

*Above room rate includes complimentary wireless broadband Internet access.

AIRPORT PICK-UP

Not required

Yes, NT\$1,700 from Taoyuan Intl Airport to the hotel per car (3pax maximum)

TRANSPORTATION
TO AIRPORT

Not required

Yes, NT\$1,700 from Hotel to Taoyuan Intl Airport per car (3pax maximum)

CREDIT CARD NO.

_____ Visa _____ Master _____ AE _____ Diners _____ JCB

No. _____ Expiry _____

Signature: _____

Remarks: Please provide your credit card information in completing the reservation process; kindly be informed that we are not holding any reservation at this moment. Reservation center will check the room availability and e-mail confirmation letter to you.

Hotel Policy:

1. Each guest will guarantee their individual room and will be responsible for cancellation and no-show penalty.
2. The reservation guarantee forms need to be submitted after which additional room requests will be subject to availability. The hotel reserves the right to amend the room rate subject to the demand for the dates requested.
3. The hotel will require 50% prepayment of the room reserved by the guest and this will be charged to the credit card provided. The balance of the room charges will be automatically charged to the credit card provided on the day of check out unless guest prefers to pay in cash or with another credit card.
4. Cancellation without advanced notice or less than 7 days notices, one night's charge will be applied.
5. Cancellation without advanced notice or less than 14 days notices, 1/2 of one night's charge will be applied.
6. Cancellation without advanced notice or less than 31 days notices, 1/3 of one night's charge will be applied.
7. Check in time is **3:00 p.m.** and check out time is **12:00 p.m.**
8. In case of a No-show for any arriving flight transportation arrangements before 06:00 or after 22:00, No-show charge of NT\$1,700 will be incurred to your room account or credit card. (Vehicle Type: Benz S320)