



麗湖大飯店  
CITY LAKE HOTEL

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## 訂房單

## Reservation

公司名稱 Company Name	ICNP-2016 (2016/3/21-2016/3/25)		訂房序號 Reservation No.	
住客姓名 Guest Name	1	訂房者 Contact Name		
		聯絡電話 Contact Number		
	2	傳真號碼 Fax Number		
		付款方式 Payment	Pay by Guest 客人自付	
E-MAIL				

### 【訂房資料 Room Reservation】

入住日期 Check-in Date		退房日期 Check-out Date	
房間型態 Room Type	客房間數 No. of room	每晚房價 Room Rate	容納人數 Occupancy
豪華客房 Standard King		NT\$3,086	1~2

### 【接送機服務 Airport Shuttle Service】

接機日期 Pick-up Date		班機號碼 Flight No.		抵達時間 Arrival Time	
送機日期 Drop-off Date		班機號碼 Flight No.		起飛時間 Departure Time	

### 【信用卡保證訂房 Credit Card Guaranteed】

Amex    Visa    Master Card    JCB

信用卡卡號 Credit Card Number		信用卡到期日 Expiry Date	
持卡人姓名 Card Holder's Name		簽名 Signature	

### 【注意事項 Notes】

1. Transportation service: Free Shuttle Bus to ACAD-ICNP Meeting. Time: Mon-Fri 08:00 , 08:30, 09:00 a.m.
2. 房價皆包含10%服務費, 5%稅金,每日早餐及客房網路使用。Rates include 10% service, 5% tax, daily breakfast. and internet access
3. 入住時間下午15:00, 退房時間為12:00, 房間保留時間至住房當日晚間18:00整, 若需延後請特別註明。\*Check-in time is from 15:00 & check-out until 12:00. The room will be kept until 18:00 on the check-in date unless any previous requests.
4. 1~4人接送機費單趟NT\$1,500。接機位於第一航廈時, 服務人員會在出口處等候; 位於第二航廈時則在出口右側。接機牌會寫上住客姓名與航班, 現場未見接機人員請與飯店聯絡02-2630-6636。如需取消接送機服務, 請於航班時間前2小時告知, 怠於通知者依價收費。Airport pick-up service & Airport drop-off service at all times is NT\$1500 for 1-4 persons. \*\* Airport shuttle service cancellation policy\*\* Any cancellation needs to be made at least two hours before the landing time; otherwise a cancellation fee would be charged to the guest or the company. \*Terminal 1 - meet the driver in the front of the exit. \*Terminal 2 - meet the driver on the right side of the exit. \*\*The hotel's driver will show the placard with the guest name and flight number. \*\*Please call 02-26306636 if the guest does not see the hotel's driver.
5. Special offer for the guests staying in rooms type Standard King and above. Should your stay be longer than 4 days we offer a free airport pick-up service OR free airport drop-off service. (Please chose one.) 豪華客房房型以上連住四日,提供一趟免費接機或送機

Please complete this form and email to [lake.hotel@msa.hinet.net](mailto:lake.hotel@msa.hinet.net)