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| **HOTEL RESERVATION FORM** | | | | | | | | |
| **The Summit Hotel Seoul**  31-7 Jangchung-Dong 1ga, Jung-Gu, Seoul, 410-380 Korea  <http://www.summithotelseoul.com> | | | | | | | | |
| ◾**Please fill out this Hotel Reservation Form and submit it to hotel reservation team via Fax or E-mail.**    ◾**Your reservation confirmation will be sent out by E-mail within 48 hours after receiving this form.**  ◾**Reservation Contact Phone: +82-2-2285-2540｜Fax: +82-2-2285-2549｜E-mail: [gjkim@summithotelseoul.com](mailto:gjkim@summithotelseoul.com)** | | | | | | | | |
| **H-1. GUEST INFORMATION** | | | | | | | | |
| First Name | | | | | | Last Name[ Prof./ Dr. / Mr. / Mrs. / Miss ] | | |
| Company / Organization / Institution | | | | | | Country | | |
| Phone | | | Fax | | | | E-mail | |
| **H-2. ROOM RESERVATION REQUEST** | | | | | | | | |
| **Room Type** | | **Bedding Type** | | | **Occupancy** | | | **Room Rate** |
| ⬜ Superior Double Room | | ⬜ 1 Double Bed | | | ⬜ 1 Person | | | KRW 110,000/night |
| ⬜ Superior Twin Room | | ⬜ 2 Single Beds | | | ⬜ 2 Person | | | KRW 110,000 /night |
| ⬜ Deluxe Double Room | | ⬜ 1 Double Bed | | | ⬜ 1 Person | | | KRW 130,000 /night |
| ⬜ Deluxe Twin Room | | ⬜ 1 Double, 1 Single Bed | | | ⬜ 2Person | | | KRW 130,000/night |
| Check-in Date | |  | | | Check-out Date | | |  |
| Breakfast : KRW 10,000/person ⬜ | | | | | | | | |
| ◾Above rates are non-commissionable and **inclusive of 10% Tax (V.A.T.)**  ◾**Check-in and Check-out:***Check-in time after 2 p.m. and Check-out time before 12 p.m.* | | | | | | | | |
| **H-3. RESERVATION GUARANTEE method** | | | | | | | | |
| **Credit Card** | ⬜ Visa ⬜ MasterCard ⬜ Diner‘s ⬜ JCB ⬜ AMEX 4 digit # for AMEX: \_ \_ | | | | | | | |
| **Card Number** |  | | | **Expiry Date (MM/YYYY)** | | | | **/** |
| **CardHolder’s Name** |  | | | **Signature** | | | |  |
| **H-4. TERMS AND CONDITIONS** | | | | | | | | |
| * **Guarantee Policy:** All reservations must be guaranteed by a valid credit card. Credit cards are pre-authorized (not charged) upon check-in on the arrival. If the card is declined, the hotel will try to contact the guest, however cannot guarantee the booking without a valid credit card. * **Cancellation Policy: Cancellation Policy:**  Cancellation made **less than 7 days prior to arrival or failure to check-in (No-show)** on your scheduled arrival day will result in a cancellation penalty equivalent to one night’s room and tax, which will be charged by the hotel to the credit card provided to guarantee the reservation. | | | | | | | | |