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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** |
| **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.
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