



Oakwood Premier Incheon RESERVATION FORM

“UNITED NATIONS PUBLIC SERVICE FORUM 2024”

◆ Please complete this form and return directly by fax or email to us,
If there's change regarding with the reservation, please contact following number or email.
Reservation Dept.: Phone: +82 32 726 2001 / Fax: +82 32 726 2002,
Email: reservations.incheon@oakwoodpremier.co.kr

Arrival Date: Departure Date:
Booker Name: Participant Name(Mr./Ms.):
Arrival Flight No./Time : Departure Flight No. / Time :
Company Name: Email:
Phone No.: Fax No.:

◆ Please check your choice of accommodations: (Unit: Korean Won)

Table with 4 columns: Room Type, Original Rate, Special Rate, Remark. Rows include Studio Superior, 1Bed Superior, 2Bed Superior, and Breakfast.

\* All mentioned rates are inclusive of 10% Government tax and 10% service charge.

\* Breakfast rate above is only when to include it in room rate, unless so, breakfast will be 10% off from its original rate.

◆ A credit card number is required to guarantee your reservation.

Card: Amex Diners Master Visa JCB
4 digit # for AMEX:
Card Number: Expire Date:

Check-in and Check-out Policy / Cancellation and No-Show Policy

- Check-in time after 15:00 and Check-out time before 11:00.
• 1 night penalty will be charge on the no show and cancellation can be made 6pm, 3 days before the arrival date.
\* The hotel will consider the booking to have been cancelled when the guest who has made a reservation for over One day has not check-in on the first day of the reservation
We are pleased that you have selected Oakwood Premier Incheon and look forward to welcoming you and your guests soon.

Sincerely yours,

◆ please indicate special requests and comments; (If you need the breakfast, please mentioned below line.)

\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_