



HOTEL RESERVATION FORM

Please complete and return this form to us by email (rsvn@cphotel.co.kr) only

[2024 UN 공공행정포럼]

GUEST DETAILS

First Name		Last Name	
Nationality		Contact No.	
E-mail Address			

HOTEL RESERVATION

Check-in date		Check-out date	
No. of guests		No. of rooms	
Arrival flight No.		Departure flight No.	
Room type / Rack Rate		Discount Room rate (including V.A.T)	
<input type="checkbox"/> Deluxe Double / KRW 350,000		KRW 140,000(Mon-Fri)	
<input type="checkbox"/> Deluxe Family Twin / KRW 350,000		KRW 140,000(Mon-Fri)	
<input type="checkbox"/> Park Suite / KRW 700,000		KRW 250,000(Mon-Fri)	

★ If you add breakfast, KRW 24,000(per person) will be charged additionally. (10% V.A.T is included)

SPECIAL REQUEST

<input type="checkbox"/> Early Check-in	<input type="checkbox"/> Late Check-out		
Before 09:00	09:00 ~ 12:00	13:00 ~ 15:00	After 15:00
100% Charge of One night	50% Charge of One night	50% Charge of One night	100% Charge of One night

★ You can check-in from 15:00 and have to check-out at 12:00.

★ Extra charge will be added for requesting early check-in and late check-out.

★ We have to payment are personal pay

CREDIT CARD INFORMATION

Credit Card Type	<input type="checkbox"/> VISA	<input type="checkbox"/> Master	<input type="checkbox"/> AMEX	<input type="checkbox"/> Diners	<input type="checkbox"/> JCB
Credit Card No.					
Card Holder's name					
Expire date (Month/Year)					

Cancellation Policy

If the event of any cancellation or change, please notify our reservation team at least 72hours prior to the expected arrival date. One night charge will be applied for no-show or failure of advance cancellation.

None guaranteed reservation(s) will be held 72hours prior to the guest's expected arrival time (Seoul time). If you wish to hold your reservation(s) without any restrictions, please do guarantee your reservation by providing us with your credit card number and its expiry date.

Contact No. +82-32-310-5000, Fax. +82-32-310-5103, E-mail. rsvn@cphotel.co.kr