公務人力發展學院
福華國際文教會館
Howard Civil Service International House

” SMA / JCMT”

RESERVATION FORM (RLB56119) (11/03 – 11/09, 2019)

Reservation Information

Guest Name : ❒ Mr ❒ Ms ❒ Mrs _____ _____
(Last name) (First name)

Contact Method : Tel No: +( )-( )- Fax No: +( )-( )

Email : _____

Room Types : ❒ Standard Single(one single bed): NT$ 1,950 per night (Only Nov.3 & 5-9 available)
+Semi-Suite(one queen size bed with living room): NT$ 3,220/night for 1 person (Nov. 4)
❒ Semi-Suite(one queen size bed with living room): NT$ 3,220 per night for 1 person

Arrival Date : _____ **Departure Date** : _____

Guarantee Information

Credit Card ❒ VISA ❒ Master ❒ American Express ❒ JCB ❒ Diners

Cardholder’s Name _____

Credit Card No. _____

Expiry Date _____

Cardholder’s Signature _____

Hotel Remarks

1. Room Rate is inclusive of breakfast, tax and 10% service charge.
2. Check-in time after 3:00pm, check-out time before 12:00 noon
3. **Reservation in advance is required and subject to availability.**
4. Smoking is prohibited inside The Howard International House
5. For reservations or queries, please directly return the reservation form to Howard International House Taipei by fax: +886-2-7712-2333 or email: rv-ih@howard-hotels.com.tw before **Sep 3, 2019.**
6. **For no-show or cancellation within 48 hours, one night deposit will be charged**.
7. **Please contact with us by e-mail or fax if you have not receive the confirmation.**
8. If you need pick-up services, we will request a pre-authorization for the amount of transportation in advance from the credit card details you provided. Any no-show or cancellations within 24 hours will incur a charge of 100% transportation fee.

Transportation Arrangement (from Taoyuan Airport to the Hotel)

☐No need

☐Benz (1~2 persons, NT$1,700/per trip), the number of persons: _____

Check in date：_____ Flight No.：_____ arrival time：_____

☐Mini-Van (3~7 persons, NT$2,100/per trip), the number of persons: _____

Check in date：_____ Flight No.：_____ arrival time：_____

Howard Civil Service International House Taipei

No. 30, Hsin Sheng South Road Sec. 3, Taipei, Taiwan 106, R.O.C.

E-mail：rv-ih@howard-hotels.com.tw；Fax: +886-2-7712-2333；Phone: +886-2-7712-2323