**Room Reservation Request**

**(Lotte city hotel)**

**Please complete this form and return directly by e-mail to us until 5 Sept, 2016**

**Reservation Dept e-mail:** **leehn88@yonsei.ac.kr**

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| **Participant Information** |
| **Last Name** | (Mr.□ Ms.□) | **First Name** |  |
| **Address** |  |
| **Phone No.** |  | **Email** |  |
| **Arrival Date** |  | **Departure Date** |  |
| **Special Request** |  |
| **ACCOMODATION** |
| **Room Type** | **Daily Room Rate** |
| **Normal superior double** | **KRW 150,000** |
| **Remark** | (All rates are subject to a 10% tax) |
| **Breakfast** |  **KRW 22,000 (06:30~10:00)** |
| **Other information** | Check in desk: Front desk on the lobby (2nd floor)Internet (Wi-Fi) : Complimentary |
| **Cancellation & Amendment Policy** | Cancellations, modifications, or no-show made after 6 PM (18:00) on the day prior to arrival (local time) are subject to a hotel charge equal to 100% of the first night's room rate. |
| **Check in & check out policy** |
| **Check in** | 2:00 PM(3:00 PM for Package guest) | **Check out** | 12:00 PM |
| **Early Check in** | 100% of daily rate | **Early Check out** | Until 3 PM : 30% of daily rate Until 5PM : 50% of daily rate, After 5 PM : 100% of daily rate |

Date: Signature: