

訂房單

ROOM RESERVATION REQUEST FORM

房客姓名 Guest Name			入住日期/時間 Arrival Date/Time	(yyyy/mm/dd)	
聯絡人 Contact Person			退房日期/時間 Departure Date/Time	(yyyy/mm/dd)	
聯絡方式 Contact Information	辦公室電話 Office Tel.	行動電話 Mobile Phone.	電子信箱 E-mail.		
申請單位 Applicant Department	<input type="checkbox"/> 參訪 Visit <input type="checkbox"/> 校友貴賓 Alumnus <input type="checkbox"/> 教職員工 NTU Employee				
	單位名稱 Department : _____				
預定房型 Reserved Room Type	標準單人房 Standard Single	精緻套房 Superior Suite	精緻雙人房 Superior Double	豪華套房 Deluxe Suite	修齊套房 Hsiu Chi Suite
	間 # Of Room	間 # Of Room	間 # Of Room	間 # Of Room	間 # Of Room
住宿人數 Number of Guests	共 _____ 位 本會館無法提供加床服務。為維護會館住宿品質，不接受超額入住，如需加入需酌收 400 元 Hsiu Chi House does not have provided additional bed service. Extra charge of NT\$400 per additional guest in room per night.				
付款人 Payer	<input type="checkbox"/> 申請單位(人) Applicant Department <input type="checkbox"/> 住客 Residents		付款方式 Payment Type	<input type="checkbox"/> 現金 Cash <input type="checkbox"/> 信用卡 Credit Card <input type="checkbox"/> 匯款/ATM轉帳 Bank Transfer/ATM	
發票抬頭 Invoice Title			統一編號 Unified Business Number		
備註 Remark	CMSDASia-CMS Data Analysis School in Taipei, Taiwan				

Room Types	Daily Rate	Monthly Rate
Standard Single	NT\$ 1,320	NT\$ 19,800
Superior Suite	NT\$ 1,540	NT\$ 23,100
Superior Double	NT\$ 1,760	NT\$ 26,400
Deluxe Suite	NT\$ 1,980	NT\$ 29,700
Hsiu Chi Suite	NT\$ 2,200	NT\$ 33,000

Room Reservation Rules & Regulations :

- Complete and fax this request form to 02-23630789 or by E-mail (ntuhcservice@prince.com.tw)
- Check-In time is after 3:00PM, Check-Out time is 12:00 noon. Please pay in full during check-in.
- For month rental plan guests, all rooms are provided with toiletries bag for once, weekly room cleaning. If guest stays less than one month, room charge will be given a special price rate based on the actual stay days. There is no refund for early check-out.
- If there is any unforeseen circumstance based on local government announcements such as typhoon or earthquake on the day of the reservation, please contact Hsiu Chi House within three days from the reserved date and we will postpone your reservation.
- Reminder : Hsiu Chi House does not have provided additional bed service. Extra charge of NT\$400 per additional guest in room per night. Children under 6 years old (below 115cm tall) are free of charge. it's NT\$400 for the additional guest plus other cleaning and service charge. Any violations to this rule, Hsiu Chi House reserved the right to refuse any guest to check in and only 50% of the original room charge will be refunded to compensate any loss due to cancellation.
- Hsiu Chi House is part of the campus non-smoking ground. All smoking is prohibited. In order to maintain a safe and quiet environment, any cooking, noise, gambling, pets are not allowed.

承辦者

Accepted By : _____

日期

Date : _____