**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**](mailto:leehn88@yonsei.ac.kr)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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: