

# Hotel Reservation Form

## 活動訂房確認書

CHECK HOTELS GROUP  
雀各國際酒店集團

Event Date 活動日期	2025-05-31   2025-06-07	Sales 業務窗口	Angel 02-8978-9007 #3037
		E-mail 信箱	angel.lai@checkhotels.com
Booking Information 訂購人資訊	16th International Particle Accelerator Conference (IPAC'25)	Guest Name 入住名稱	
		Contact Phone Number 聯絡電話	
		E-mail 聯絡信箱	
		TAX ID 抬頭號碼	

### HOTEL INFORMATION 住房資訊

Hotel Name 飯店名稱	Room Type 房型	Check-in Date 入住日期	Check-out Date 退房日期	Nights 晚數	Room Fee/ per night 每晚房價	No. of Rooms 房間數量	Subtotal Amount 房費小計
CHECKinn Hotel Taipei Xinyi 雀客旅館台北信義	Classic Double Room 經典雙人客房				Weekends \$3,600 Weekdays \$2,100		
	Superior Double/Twin Room 雀級雙人/床客房				Weekends \$3,800 Weekdays \$2,300		
	Double/Twin Room with 101 View 101景觀雙人/床客房				Weekends \$4,600 Weekdays \$2,900		
CHECK inn Express Taipei YongKang 雀客快捷台北永康	Classic Double/Twin Room 敏捷雙人/床客房				Weekends \$3,000 Weekdays \$1,700		
	Superior Double Room 快捷雙人客房				Weekends \$3,400 Weekdays \$2,100		

Total Amount (NTD) 訂單總額

### PAYMENT INFORMATION 付款資訊

Cardholder name 持卡人姓名		Total Payment 刷卡總額	
Issuer 發卡銀行		Credit card type 信用卡種類	<input type="checkbox"/> VISA <input type="checkbox"/> JCB <input type="checkbox"/> MASTER CARD
Credit card number 信用卡號碼		Card valid thru 信用卡有效月年	/

### BOOKING INFORMATION 訂房資訊

Reservation Contact 訂房窗口	Angel Lai	Phone Number 業務電話	02-8978-9007 #3037
Email 業務信箱	angel.lai@checkhotels.com	Official Line Account 官方帳號@	@470gqsbp

### SPECIAL REMARKS & CANCELLATION TERMS 特殊備註及取消政策

- Weekend refer to Saturdays, weekdays refer to Sunday to Friday. 週末意指週六, 平日指週日至週五。
- The room offer does not include breakfast. 此優惠房價不包含早餐。

#### 【Special Remarks 特殊備註】

The above prices include 5% tax and 10% service charge, no commission.  
以上價格已含 5% 稅金及 10% 服務費, 無佣金。

#### 【Related Regulations for Deposits and Cancellations 訂金與取消訂房之相關規範】

- For group reservations, 30% of the total room fee must be paid within 3 days from the date of placing the reservation.  
If the deposit is not paid within the time limit, the hotel has the right to cancel the reservation after notification.  
團體訂房於下訂單日起 3 日內支付總房費金額 30%, 未依期限內繳交訂金, 飯店有權於通知後取消其預訂, 逾期飯店將保留更改及取消任何已預留房間之權利。
- The deposit can be paid by remittance or credit card, and the balance must be paid 7 days before the guest's check-in.  
訂金可以以匯款或信用卡方式支付, 於客人入住前 7 日結清尾款。
- After the reservation is completed, if the check-in is not possible as scheduled due to force majeure factors such as natural disasters and the hotel is required to request a refund, the hotel has the right to charge fees according to the following standards:  
預訂完成取得訂房代號後, 非因天災人禍等不可抗力之因素致無法如期入住而要求退款, 本飯店有權依下列標準收取費用:
  - If the cancellation is made 31 days before the accommodation date, the hotel shall refund 100% of the total room fee.  
距住宿日前 31 日取消者, 飯店應退還總房費金額 100%。
  - If the cancellation is made 21 days before the accommodation date, the hotel shall refund 80% of the total room fee.  
距住宿日前 21 日取消者, 飯店應退還總房費金額 80%。
  - If canceled 14 days before the accommodation date, the hotel shall refund 50% of the total room fee.  
距住宿日前 14 日取消者, 飯店應退還總房費金額 50%。
  - If the cancellation is made 3 days before the accommodation date, the hotel shall refund 30% of the total room fee.  
距住宿日前 3 日取消者, 飯店應退還總房費金額 30%。
  - If you cancel on the day of stay, the hotel will not refund the total room fee.  
距住宿日當天取消者, 飯店得不退還總房費金額。
- If the guest NO-SHOWs on the day of stay, the hotel will charge the first night's room rate and the room will not be reserved.  
客人於住宿日當日 NO-SHOW 時, 飯店將酌收第一晚房費, 且房間將不繼續保留。

CHECKinn 承辦行旅 OOD MAGI 永豐棧酒店

Customer Signature  
客戶代表簽章

CHECK Hospitality Management CO., LTD.  
雀客國際酒店股份有限公司

