

# Hotel Reservation Form

## 活動訂房確認書

CHECK HOTELS GROUP  
雀巢國際酒店集團

Event Date 活動日期	March 28 to 29, 2026	Sales 業務窗口	Nina 02-8978-9007 #3024
		E-mail 信箱	nina.lin@checkhotels.com
Booking Information 訂購人資訊	WIC-APAC 2026	Guest Name 入住名稱	
		Contact Phone Number 聯絡電話	
		E-mail 聯絡信箱	
		TAX ID 抬頭統編	

### HOTEL INFORMATION 住房資訊

Hotel Name 飯店名稱	Hotel Address 飯店地址	Breakfast 早餐	Transportation 交通方式	Room Type 房型	Room Fee / per night 每晚房價	Stay Period 入住日期~退房日期	No. of Rooms 房間數量
梧桐酒店台北杭州 OOD Hotel Taipei Hangzhou	台北市中正區杭州南路一段 12號 No. 12, Sec. 1, Hangzhou S. Rd., Zhongzheng Dist., Taipei City	自助早餐 Buffet	捷運善導寺 5號出口 (9分鐘)	標準大床房	-		
				標準雙床房	-		
				高級大床房	-		
				豪華大床房	-		
				豪華雙床房	-		

### BOOKING INFORMATION 訂房窗口

Reservation Contact 訂房窗口	Nina Lin	Phone Number 業務電話	02-8978-9007 #3034
Email 業務信箱	nina.lin@checkhotels.com	Official Line Account 官方帳號@	@470gqsbp

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

回報方式: email、官方 line

確認成立訂單後會提供訂房確認書, 若沒收到即代表訂房尚未成功。

#### [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.  
團體訂房於下訂房單日起 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。

CHECK inn 承辦行旅 OOD MAGI 永豐隆酒店

Customer Signature  
客戶代表簽章

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

