**HOTEL RESERVATION FORM**

* Please fill out this Hotel Reservation Form and submit it to KHRS 2019 Secretariat ([khrs@intercom.co.kr](mailto:khrs@intercom.co.kr)) **by Friday 17 May**.
* Room will be assigned on a first-come first-served basis.

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| **1. Hotel Information** | | | | | | |
| **Hotel** | **Room Type** | **Room Rate** | | **Location** | **Homepage** | |
| **Grand Walkerhill Seoul** | Deluxe Room | KRW 278,300  *(Service Charge, Tax included)* | | 서울특별시 광진구  워커힐로 177 | https://www.walkerhill.com/grandwalkerhillseoul/ | |
| *\* Notes*   * The Secretariat will send you the confirmation for your room reservation. * All room rates are subject to 10% service charge & 10% government tax. * Breakfast: KRW 28,000 and 10% service charge & 10% government tax will be added. | | | | | | |
| **2. Guest Information** | | | | | | |
| **First Name** |  | | **Last Name** |  | | ( ⬜ Mr. ⬜ Ms ) |
| **Phone** |  | | **E-mail** |  | | |
| * All reservation must be guaranteed by a valid credit card. * Check in time is 15:00 & Check out time is 12:00. Rooms may not be guaranteed for early arrival unless pre-registered from the previous evening. Also late check-outs are subject to availability, a 50% discount off the above rate will apply if guest check out before 18:00 and after 12:00. | | | | | | |

**3. Room Preference**

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| --- | --- | --- | --- |
| **Hotel** | Grand Walkerhill Seoul | **Room Type** | Twin / Double |
| **Check-in Date** |  | **Check-in Time** |  |
| **Check-out Date** |  | **No. of Nights** |  |
| **Accompanying Person** | （⬜ Mr. ⬜ Ms.) First Name: Last Name: | | |
| **Special Request** |  | | |

**4. Payment Information**

*\* In order to guarantee your room reservation, your credit card information must be accompanied.*

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| --- | --- | --- | --- | --- |
| **Credit Card Information** | ex) VISA, MASTER, AMEX, etc., | **Card Number** |  | |
| **Expiry Date (MM/YY)** | (MM/YY) | **Card Holder’s Name** |  | (Signature) |

*\* Cancellation Policy*

* Reservation is modifiable by 18:00PM on the 5-day before guest arrival.
* If guest fails to change or cancel before applied time on policy, one-night penalty charge will be applied.
* All policies are based on hotel time.