SHERATON GRAND
Taipei Hotel
台北喜來登大飯店

# Reservation Form for Waseda University Alumni Association
# November 16th 2024 to November 17th 2024

To: Sheraton Grand Taipei Hotel – Maggie Lee, Senior Sales Manager or Sophia Fan, Sales Coordinator

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□ New Booking □ Amendment □ Cancellation □ Repeat Guest Date: / /

| **A. Guest Details (Please TYPE or PRINT Clearly in CAPITAL LETTERS)** | | |
|---|---|---|
| **Confirmation No #**: _____ | | |
| Salutation：□ Mr. □ Mrs. □ Ms. □ Dr. □ Prof. | Nationality： | |
| Last name： | First Name： | |
| Tel： | E-mail： | |
| Arrival Date (mm/dd) ： | Flight No： | Arrival Time： |
| Departure Date (mm/dd) ： | Flight No： | Departure Time： |

| **B. Room Type** | |
|---|---|
| ☐ Superior King Room | NT$ 6,000+15.5% (Including One Daily Buffet Breakfast) |
| ☐ Deluxe Twin Room | NT$ 6,600+15.5% (Including Two Daily Buffet Breakfasts) |

- Above rates are subject to 15.5% service charge and VAT.
- Eligible for Marriott Bonvoy points, nights and benefits. My Bonvoy Member No：_____
- Official check-in time is at 15:00 and check-out time is at 12:00 hours. Additional room charge will be applied for early check-in or late check-out and subject to availability.
- Rooms are available on a first-come, first served basis.

**C. Airport Transportation**

Arrival Airport Transfer □ Yes (Share car with_____) Flight Number:
Departure Airport Transfer □ Yes (Share car with_____) Flight Number:
**Car Type：** □ NT$2,800net per car per trip, Taoyuan Airport

※ Limousine service must be guaranteed by credit card and changes to arrival time notified at least 3 hours in advance to avoid a "No Show" charge.

**D. Payment Details**

| Credit Card： | □ VISA | □ MasterCard | □ American Express | □ JCB |
|---|---|---|---|---|
| Card No：_____ | | | | Expiry Date： / (MM/YY) |
| Card Holder Name (printed) ：_____ | | | | Security Code：□□□ |
| Authorized Signature：_____ | | | | Date： |

※ No reservation will be accepted without credit card details.

※ Any cancellation or changes must be advised before 4pm local time, 7 working days prior to the arrival or entire period of stay charge will be applied. Please keep cancellation number for further reference.
※ Price listed above is only effective from Nov 16th to Nov 17th 2024
※ The rate will be valid before 08 November 2024 and subject to hotel availability.