SHERATON GRAND
Taipei Hotel
台北喜來登大飯店

Reservation Form for Waseda University Alumni Association
November 13 2025 to November 17 2025

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

Tel: +886 2 23215858 ext.8000 | E-mail: maggie.lee@sheratongrandtaipei.com / sophia.fan@sheratongrandtaipei.com

□ 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$ 6,100+15.5% (Including One Daily Buffet Breakfast)
☐ Deluxe Twin Room	NT$ 6,700+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$3,000net per car per trip, Taoyuan Airport (TPE)
□ NT$2,000net per car per trip, Songshan Airport (TSA)

※ 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 13 to Nov 17 2025

※ The rate will be valid before 31 October 2025 and subject to hotel availability.