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PALACE SEOUL

Room Reservation Form – Korea University_Michigan State University

* Please fill out this form and send it to our reservation department
* Please write down in printed letters and tick (V) in appropriate boxes.
* Once you fill it out this form, please send the form via email
* All reservation requires the confirmation by Somerset Palace Seoul

◈ Guest Information   (☐Prof. ☐Dr. ☐Mr. ☐Ms.)

First Name _____   Last Name _____

Arrival Flight / Time _____   Departure Flight / Time _____

Tel _____   E-mail _____

◈ Accommodations

Name	Room Type	Room Rate (per night)		Date / Period		
		Weekday (Sun-Thu)	Weekend (Fri-Sat)	Check-In	Check-Out	Nights
Somerset Palace Seoul	☐ 1-Bedroom Deluxe	KRW 176,000	KRW 198,000			
	☐ An Extra Bed	KRW 44,000	KRW 44,000			

* Please fill out the blanks for check-in & out dates and the nights you would like to stay for.
* **The above room rate includes 10% VAT. No service charges.**
* **The above room rate includes daily continental breakfast for one person**, fitness center, outdoor pool & Jacuzzi. (outdoor facility only available during summer season)
* Credit card information should be sent to the SPS to secure your reservation. In case of late cancellation and no show, charges will be forfeited on your card.
* **Cancellation & no-show policy**
  - 3 weeks prior to arrival: Free cancellation / 2-3 weeks: 30% / 1-2 weeks: 50% / within 1 week & no show: 100%
* In case of early departure, the remainder of the night which is reserved will be forfeited on your card.
* Check-in time is 15:00 and check-out time is 12:00. Charge will be applied for any early check-in or late check-out.
* The special KU rates applicable for the around period of function between May 14-18 and the rates for other dates may be subject to rate revision.
* **The reservation confirmation is subject to availability at the time of booking and no apartment is placed on hold at this moment.**

◈ Credit Card Information for SPS Reservation

To secure your reservation, placing your credit card is required. Please fill out your credit card information as below:

Card Number _____   Expiry Date _____

Full Name on the Card _____   Signature _____

◈ For Special Requests, please write them down

_____

◈ Airport Taxi Pickup & Sending Services (max 2-3 person & 2-3 suitcases per taxi)

☐Arrival   ☐Departure   ☐Both Ways

-   Airport Pick up Service: KRW 99,000 per way   -   Airport Sending Service: KRW 99,000 per way

◈ Contact Detail about Somerset Palace Seoul

-   **Contact Person: Christine Park**

-   **Phone Number: +82 2 6730 8002   /   Email: christine.park@the-ascott.com**

※ Once this form is completed, please send this form via email