

訂房單

ROOM RESERVATION REQUEST FORM

房客姓名 Guest Name			入住日期/時間 Arrival Date/Time	(yyyy/mm/dd)	
聯絡人 Contact Person			退房日期/時間 Departure Date/Time	(yyyy/mm/dd)	
聯絡方式 Contact Information	辦公室電話 Office Tel.	行動電話 Mobile Phone.	電子信箱 E-mail.		
申請單位 Applicant Department	<input type="checkbox"/> 參訪 Visit <input type="checkbox"/> 校友貴賓 Alumnus 單位名稱 <input type="checkbox"/> 教職員工 NTU Employee Department : _____				
預定房型 Reserved Room Type	標準單人房 Standard Single	精緻套房 Superior Suite	精緻雙人房 Superior Double	豪華套房 Deluxe Suite	修齊套房 Hsiu Chi Suite
	間 # Of Room	間 # Of Room	間 # Of Room	間 # Of Room	間 # Of Room
住宿人數 Number of Guests	本會館無法提供加床服務。為維護會館住宿品質，不接受超額入住，如需加人需酌收 400 元 Hsiu Chi House does not have provided additional bed service. Extra charge of NT\$400 per additional guest in room per night. 共 _____ 位				
付款人 Payer	<input type="checkbox"/> 申請單位(人) Applicant Department <input type="checkbox"/> 住客 Residents		付款方式 Payment Type	<input type="checkbox"/> 現金 Cash <input type="checkbox"/> 信用卡 Credit Card <input type="checkbox"/> 匯款/ATM轉帳 Bank Transfer/ATM	
發票抬頭 Invoice Title				統一編號 Unified Business Number	
備註 Remark					

訂房須知：

- 上述資料請填妥後傳真至 02-23630789 或寄送電子郵件至 ntuhcservice@prince.com.tw
- 辦理住宿時間為下午三點以後，退房時間為中午十二點前，入住時需一次付清住宿費用。
- 月租型僅於入住時提供一次盥洗包，每周作一次客房清理，若未住滿一個月改以實際住期之優惠房價計算，且提早退租恕不退款。
- 住宿日當天如遇颱風、地震等不可抗拒因素以致無法入住時（以當地政府頒佈狀況為判定準則），請於住宿日起三日內（含當日）與本會館聯絡辦理訂房延期事宜。
- 提醒您本會館無法提供加床服務。為維護會館住宿品質，不接受超額入住，如需加人需酌收 400 元（僅限一名 12 歲 110 公分以下不收費），其加收費用含備品、水資源、清潔費之相關服務管銷成本，敬請依照房型訂房。如有超住人數，本會館有權拒絕房客當天入住，若因此退房採收取該訂房房型之定價 50% 費用作為本會館留房至當日之損失。
- 本會館因隸屬校園區域，依據菸害防治法規定「**會館全面嚴禁吸菸**」，另為維護會館其他人員安全及安寧，亦禁止烹飪、禁止喧嘩、禁止博奕、禁止從事違反法令規定之事件及禁止攜帶寵物入內。

Room Reservation Rules & Regulations :

- Complete and fax this request form to 02-23630789 or by E-mail (ntuhcservice@prince.com.tw)
- Check-In time is after 3:00PM, Check-Out time is 12:00 noon. Please pay in full during check-in.
- For month rental plan guests, all rooms are provided with toiletries bag for once, weekly room cleaning. If guest stays less than one month, room charge will be given a special price rate based on the actual stay days. **There is no refund for early check-out.**
- If there is any unforeseen circumstance based on local government announcements such as typhoon or earthquake on the day of the reservation, please contact Hsiu Chi House within three days from the reserved date and we will postpone your reservation.
- Reminder : Hsiu Chi House does not have provided additional bed service. Extra charge of NT\$400 per additional guest in room per night. Children under 6 years old (below 115cm tall) are free of charge. it's NT\$400 for the additional guest plus other cleaning and service charge. Any violations to this rule, Hsiu Chi House reserved the right to refuse any guest to check in and only 50% of the original room charge will be refunded to compensate any loss due to cancellation.
- Hsiu Chi House is part of the campus non-smoking ground. **All smoking is prohibited.** In order to maintain a safe and quiet environment, any cooking, noise, gambling, pets are not allowed.

承辦者

Accepted By : _____

日期

Date : _____