

**Gangnam Serviced Residences – BIO KOREA 2015**

**RESERVATION REQUEST SHEET**

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| **\*GUEST NAME (MR/MS)****\*CHECK IN DATE MM/DD/YYYY \*CHECK OUT DATE MM/DD/YYYY** **\*NO. OF GUESTS \*NO. OF ROOMS** **\*ROOM TYPE DOUBLE / TWIN \*SMOKING YES / NO** **\*PHONE NO \*E-MAIL** **\*BREAKFAST INCLUDE/NOT INCLUDE (EXTRA CHARGE: KRW 13,000)** **\*CREDIT CARD INFORMATION** **CARD NO. - - - (EXPIRATION DATE: MM / YY )**Your credit card information is used to guarantee your reservation only, not to settle the payment of your accommodation bill. Please, proceed with payment at the front desk upon check-in. **\*SPECIAL REQUEST****\*SPECIAL RATE FOR BIO KOREA 2015** **121,000KRW include tax(Deluxe Double&TWIN)**  |

※ This is where you apply for reservation. Even if you complete the form, the reservation will not be completed. Reservation will only be completed once you receive the confirmation from the hotel. If you fill in an application form, it would not complete before you get confirmation from hotel.

**General Notice**

Thank you very much for supporting Gangnam Serviced Residences!!!

We’d like to have your close cooperation for smooth operation with our procedures & policy.

Please take note of the following procedures:

1. Time of check-in is 2:00pm and check-out is before noon.
2. No charge for cancellation received 1 day prior to arrival. However, Cancellation received less than 24 hours from arrival will be charged as follows;
	* Cancellation in 24hours ago to arrival : 100% of the negotiated daily room charge
3. No show for this reservation will be subject to the forfeiture of your one night rental fee and automatically cancelled.

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