



**FOR HOTEL USE ONLY**

Confirmation Number: \_\_\_\_\_  
Confirmed Room Type: \_\_\_\_\_  
Confirmed by: \_\_\_\_\_  
Date: \_\_\_\_\_ Remark: \_\_\_\_\_

### Room Reservation Form

Please complete this form in capital letters and return it to **Reservation Department by email:** [rv.reserve@cosmos-hotel.com.tw](mailto:rv.reserve@cosmos-hotel.com.tw) **or fax. +886-2-23121316.**

Please note reservation is confirmed at the time of booking subject to availability by receiving the official confirmation letter from Cosmos Hotel Taipei.

**Event Name:** "2016 International Conference on Civil, Architecture and Environmental Engineering (ICCAE 2016) Taiwan-Taipei"

**Event Date:** 04 November 2016 ~ 06 November 2016

**Check in date:** \_\_\_\_\_ **Flight:** \_\_\_\_\_ **ETA:** \_\_\_\_\_

**Check out date:** \_\_\_\_\_ **Flight:** \_\_\_\_\_ **ETD:** \_\_\_\_\_

**Guest Name:** Mr. / Mrs. / Ms. \_\_\_\_\_

**Contact Tel:** \_\_\_\_\_ **Contact Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

- Room Type:**
- Superior Single Room NT\$3,400NET with 1 buffet breakfast (1 double bed)
  - Superior Double Room NT\$3,700NET with 2 buffet breakfasts (1 double bed)
  - Superior Twin Room NT\$3,700NET with 2 buffet breakfasts (2 single beds)

**Number of guest:**  one  two

**Guaranteed:**  AX  VI  MC  DC  JCB **Credit Card Number:** \_\_\_\_\_

**Expired Date:** \_\_\_\_\_ **Authorized Signature:** \_\_\_\_\_

- Above room rates are quoted on a per room, per night basis.
- Above room rate includes daily mineral bottle water, free wireless internet access in room and free use of fitness center.
- Any upgrade or other change from room type offered, additional charge will apply.
- **Credit card information is required for a successful reservation. Any non-guaranteed reservation will not be accepted without notice.**
- **Cancellation must be made at 72 hours prior to the arrival date. For any no-show or late cancellation, the first night will be fully charged from the guaranteed credit card.**
- **Please note your reservation is confirmed at the time of booking subject to availability by receiving the official confirmation letter from Cosmos Hotel Taipei, advanced booking is highly recommended.**

For guestroom reservation or any inquiry, please contact "Reservation Department"  
Tel : + 886 2 23118901 Fax:+886 2 23121316 Email: rv.reserve@cosmos-hotel.com.tw