**MAYFIELD HOTEL SEOUL**

1. GUEST INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: | Last Name: | | ( ⬜ Mr. ⬜ Ms.) |
| Affiliation: | | | |
| Address: | | Country: | |
| Phone: | Fax: | Email: | |
| Accompanying Person（⬜ Mr. ⬜ Ms.) | First Name: | Last Name: | |
| Check-in Date: | Check-out Date: | No. of Rooms ( ) | |
| Check-in Time: | Special Request: | | |

2. HOTEL AND ROOM PREFERENCE

|  |  |  |
| --- | --- | --- |
| An official in charge | Hotel | Special Room Rates |
| Mayfield hotel (Reservation div)  Tel +82-2-2660-000 / Fax +82-2-2660-9117  E-mail: mayres@mayfield.co.kr | **⬜ Mayfield** | **⬜ Standard (132,000 KRW)**  **⬜ Superior (143,000 KRW)** |

|  |
| --- |
| Room Type |
| **⬜ Twin Beds ⬜ Double Bed** |
| *\* Notes 1*. Check in time is 15:00 & Check out time is 11:00.  2. Rooms will be assigned on a first-come first-served basis..  3. The hotel will send you the confirmation for your room reservation.  4. Breakfast charge is KRW27,500 per person.  5. Room rate & Breakfast charge include SVC. Charge & Tax. |

3. PAYMENT INFORMATION

*\* In order to guarantee your room reservation, your credit card information must be accompanied.*

|  |  |  |  |
| --- | --- | --- | --- |
| Card Type | ⬜ Amex ⬜ Diners ⬜ Euro Card ⬜ JCB ⬜ Master ⬜ VISA | Card No. |  |
| Exp. Date | / (MM/YY) | Signature |  |

*\* Cancellation Policy*

* Reservation is modifiable by 18:00PM on the 1-day before guest arrival.
* All policies are based on hotel time.
* Cancellation policy

Released/cancelled 10 days prior to event date will be subject to penalty of 35% of the contracted rate for the entire contracted period.

Released/cancelled 01 days prior to event date will be subject to penalty of 50% of the contracted rate for the entire contracted period.

Released/cancelled on the day of event date will be subject to penalty of 70% of the contracted rate for the entire contracted period.