



Confirmation Guarantee Letter

The 8th International Conference on Surface Plasmon Photonics (SPP8)

Thank you for choosing **Humble House Taipei**, please kindly fill in your reservation details, and sent this form back to carissa.lin@humblehousehotels.com before April 7, 2017 to check the room availability.

Guest Name : Mr / Ms	
Room Type: Superior King or Twin Room	Number of Rooms :
Room Rate :	
<input type="checkbox"/> Single: NT\$7,300net (per night) Inclusive one daily breakfast and wifi service	
<input type="checkbox"/> Double: NT\$7,900net (per night) Inclusive two daily breakfasts and wifi service	
Check-in date : 2017/May/	Check-out date : 2017/May/
Number of Nights : (nights)	
Credit Card Type:	Credit Card Number :
Airport Transportation Service:	Credit Card Expiry Date:
<input type="checkbox"/> Arrival Transfer Flight No. & Time _____	<input type="checkbox"/> BMW730 service at NT\$2700Net per car per trip, Maximum 2 persons
<input type="checkbox"/> Departure Transfer Flight No. & Time _____	<input type="checkbox"/> BENZ Van service at NT\$3500Net per car per trip, Maximum 5 persons
Hotel Policy :	
❖ Check in time : 03:00PM Check-out time : 12:00PM	
❖ Please provide guarantee information with your signature and kindly fax or email to us. Otherwise hotel will not be able to hold the reservation for you.	
❖ Any cancellation or changes must be advised before 4pm local time 3 days prior to the arrival. Otherwise the first night penalty will be applied. Please keep cancellation number for further reference.	
❖ The first night penalty will be charged in No-Show case.	
❖ The total balance will be settled upon departure individually by TW Dollars or Credit card.	
❖ Transportation service must be guaranteed by a valid credit card and changes to arrival time notified at least 3 hours in advance to avoid the full amount of transportation fee as a "NO SHOW" charge.	
I already read the policy above and agree to guarantee this reservation via the attached credit card number.	
Authorized Signature : _____	
Should you have any inquiry regarding the hotel policy, please feel free to contact with Sales Manager Carissa Lin. carissa.lin@humblehousehotels.com Tel: 886-2-6631-8084 Fax: 886-2-6631-8088	
NO.18, SONGGAO RD., XINYI DIST., TAIPEI 110, TAIWAN (R.O.C.) 110 台北市信義區松高路 18 號	

HumbleHouse
TAIPEI

寒舍艾麗酒店