 **Innopolis Guest House - Reservation Form**

Please complete this form and return directly by fax or email to the INNOPOLIS Daedeok Guest House.

27-5 123bean-gil, Expo-ro, Yuseong-gu, Deajeon 305-340, South Korea

Tel: 042-865-2500 / Fax: 042-865-2505 /e-mail: guesthouse@innopolis.or.kr

**■ Guest information for reservation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Affiliation**  |  |
| **Nationality** |  |
| **Contact Number** |  |
| **E-mail** |  |

**■ Options**

|  |  |
| --- | --- |
| **Room Type** | 1 Pax Room (KRW40,000) : Single Bed ( ) |
| **Stay Info.** | Check In:  | Check Out:  |
| **Remark** |  |

1. Please notice that check-in date is 15:00, and check out date is noon.
2. Payment should be completed before your check-in date in advance.
3. You are responsible for indemnify in any cases of damaging or losing the properties of the room.
4. We are demanding you to wash the dishes after using.
5. We provide room cleaning service for the long-term staying guests once a week.

**■ Notice of Penalty**

1. Cancellations made five days prior to the arrival date : No Penalty.
2. If canceled before one day on the arrival date : 10% of the room rate for the first night.
3. If canceled before 12 o'clock on the arrival date : 20 % of the room rate for the first night.
4. If canceled before 18 o'clock on the arrival date : 50 % of the room rate for the first night.
5. If canceled after 18 o'clock on the arrival date or NO SHOW : 100% of the room rate for the first night.

**2019 . . .**