公務人力發展學院
福華國際文教會館
Howard Civil Service International House

JCMT users meeting

RESERVATION FORM (RLD00790)

Reservation Information

Guest Name : ❒ Mr ❒ Ms _____ _____
(Last name) (First name)

Contact Method : Tel No: +( )-( )- Fax No: +( )-( )

Email : _____

Room Types :
❒ Standard Single(one single bed): NT$ 2,300 per night
❒ Semi-Suite(two standard single beds with a living room): NT$ 3,800 per night

Arrival Date : _____ **Departure Date** : _____

Guarantee Information

Credit Card ❒ **VISA** ❒ **Master** ❒ **American Express** ❒ **JCB** ❒ **UnionPay**

Cardholder's Name _____

Credit Card No. _____

Expiry Date _____

Cardholder's Signature _____

Hotel Remarks

1. Room Rate is inclusive of breakfast, tax and 10% service charge.
1. **Check-in time after 3:00 pm, check-out time before 11:00 am**
2. **Reservation in advance is required and subject to availability .**
3. For reservations or queries, please directly return the reservation form to Howard International House Taipei by fax: +886-2-7712-2333 or email: rv2102-ih@howard-hotels.com.tw before **April 6 , 2026**
4. **For no-show or cancellation within 48 hours, one night deposit will be charged.**
5. **Please contact with us by e-mail or fax if you have not received the confirmation.**
6. If you need pick-up services, we will request a pre-authorization for the amount of transportation in advance from the credit card details you provided. Any no-show or cancellations within 48 hours will incur a charge of 100% transportation fee.

Transportation Arrangement (from Taoyuan Airport to the Hotel)

☐No need

☐Benz (1~2 persons, NT$1,900/per trip), the number of persons: _____

Check in date：_____ Flight No.：_____ arrival time：_____

☐Mini-Van (3~5 persons, NT$2,400/per trip), the number of persons: _____

Check in date：_____ Flight No.：_____ arrival time：_____

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