

**Milbank (Harvard Law School)**

*Please complete this form and kindly return to us via mail. All reservations must be reserved by 19th May, 2017.*

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| **RESERVATION DETAILS** |  |
| Check-in Date: |  | Arrival Flight:  |  | ETA: |  |  |
| Check-out Date: |  | Departure Flight: |  | ETD: |  |  |
| Last Name: |  | First Name: |  |  |
| Gender(Mr or Ms): |  | Company Name: |  |  |
| Title:  |  | Phone: |  |  |
| E-mail: |  | Country: |  |  |
| Nationality: City:  |
|  **Room Type**  |  | **Special Rate** | **Remark** |
|  | 🞎 Deluxe King | KRW 320,000+ | Internet access  |
|  | 🞎 Premier King or Twin | KRW 345,000+ | Internet access |
|  | 🞎 Club King | KRW 420,000 | Internet accessExecutive lounge benefit for 1pax |
| * The above rates are subject to 10% VAT.
* All rates quoted are net and on a per room per night basis.
* Preferences indicated are not on guaranteed basis but subject to availability.

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| **TRANSPORTATION**  |  |  |
| Airport Limousine : Incheon Int’l Airport to the Hotel : KRW 150,000 per way-Equus 🞎 Arrival 🞎 Departure  Gimpo Int’l Airport to the Hotel : KRW 110,000 per way – Equus 🞎 Arrival 🞎 Departure |  |
| **RESERVATION GUARANTEE** |
| A credit card guarantee is required at the point of reservation. |  |
| Guaranteed by: |  🞎 AMEX  | 🞎 Diners | 🞎 JCB | 🞎 Master card | 🞎 Visa  |  |
| Cardholder’s Name: |  | Signature: |  |  |
| Credit Card Number: |  | Expiry Date: |  |  |
| CANCELLATION POLICY Please note a “no show” will be automatically charged to guest’s credit card, should the guest fail to arrive on the confirmed arrival date without notice. All cancellations must be made by 6:00pm Seoul time at least 24hours prior to expected arrival date. If cancellation of a guaranteed reservation is not received by the required date, the Hotel will charge for one night’s accommodation plus taxes and fees.TERMS AND CONDITIONS |  |
| * Check-in time is after 15:00hrs. Check-out time is before 12:00hrs. For any guests who would like immediate guaranteed access to their rooms prior to 15:00hrs check-in time, this will be subject to availability
* By providing above mentioned credit card details, cardholder agrees to the reservation guarantee policy.

**HOTEL RESERVATION CONTACT**Name : Helen Jung (Sales Manager) T: +82 2 6388 5400 E mail: helen.jung@fourseasons.com CC: hannah.lee@fourseasons.com Hotel Address: 97 Saemunan-ro, Jongno-gu, Seoul, 03183, South Korea |  |