



COURTYARD Marriott

TAIPEI
台北六福萬怡酒店

BLACKOUT DATES

30 May to 03 June 2016 (All dates inclusive)

COMMITMENTS

In order to ensure that smooth arrangement for your guests prior to arrival, we required the following assistance from your esteemed company.

- Assistance in providing consistent and timely communication relevant to Cheng Shin Rubber Ind Co Ltd guests.
- Communicating to your travelers to present their company identification upon check-in at the Courtyard Taipei

BENEFITS AND PRIVILEGES

The following value-added benefits are offered with our compliments:

- Complimentary bottled water
- Complimentary tea/ coffee Nescafé machine in-room
- Free Mini Bar
- Iron and Ironing board
- 43" LCD flat screen television with local and international programs
- A choice of complimentary newspapers
- Complimentary International New York Times Digital access
- Free WiFi (500 Kpbs) with additional selection (6Mbps: \$100/24hrs)
- Voice mail
- Complimentary use of Fitness Centre
- In room safety box

LIMOUSINE TRANSFERS

One way limousine transfer from Taipei Taoyuan International Airport to the hotel priced at NT\$2,800 net per car per trip. Prices are subject to change without prior notice.

CHECK-IN/ CHECK-OUT TIMES

Hotel check-in time is at 15:00 hrs. Guests arriving prior to 15:00 hrs will be accommodated when guest rooms become available. Hotel check-out time is 12:00 hrs. Arrangements may be made for a late check-out and a nominal charge will be imposed for late check-out.

GUARANTEE / PAYMENT POLICY

In order to ensure that your reservations is guaranteed and held until the guest's arrival time, we would require the followings:

All guest room charges including room and tax and/or incidentals will be the responsibility of the individual traveller. If a traveller does not have a credit card, a cash deposit will be required upon check in. If charges are to be directed billed to **Cheng Shin Rubber Ind Co Ltd**, prior credit arrangements and notification to our reservations office is required. In addition to a completed credit application, we require a letter on company letterhead authorising billing. This information must be updated annually and advance pre-payment or credit facilities must be arranged at least five (5) business days in advance. Any credit billing will be subject to the approval by the hotel's credit manager.