



# COURTYARD

Marriott

TAIPEI

台北六福萬怡酒店

In order to expedite on the check-in process, we would encourage you to provide us with the guest's arrival and departure flights and information.

Alternatively, your bookers are able to check the guest rooms' availability or making instant reservation on 24 hours / 7 days upon setting up a Reservations Link. Please refer to your sales contact to request for this arrangement.

## **CANCELLATION POLICY**

In the event that you or your travelers need to cancel a confirmed reservation at our hotel, they must contact hotel via e-mail at [cy.reservation@courtyardtaipei.com](mailto:cy.reservation@courtyardtaipei.com) or the hotel reservations telephone line: +886 2 6615 6560, or your travel agency one day prior to the date of arrival before 18:00 hrs to cancel the reservation. Once a cancellation number has been received, the reservation is officially cancelled. Failure to contact the Hotel and cancel a guaranteed reservation within cancellation policy will result in a late cancellation fee of one night's charge, and the remaining nights will automatically be released.

## **NO SHOW**

Should your guest with a guaranteed reservation not arrive on the scheduled date of arrival, a one night room charge will be levied as no-show charge. Space for subsequent nights will be released for resale.

## **CHANGES, ADDITIONS, MODIFICATIONS**

Any modifications additional to this contract must be approved in writing by either party.

## **CONTRACT GOVERNANCE**

This Contract shall be construed and governed in accordance with the Laws of the Government of Taiwan, R.O.C. and the parties hereto submit to the jurisdiction of the Court of Taiwan.

The undersigned hereby agrees to the above stated rates, arrangements and terms and conditions stipulated.

## **TERMINATION**

Either party may terminate this agreement prior to the expiration of the terms of this agreement by delivering to the other party a thirty (30) day written notice. Room volume achievement will be tracked monthly and you will receive a copy of this information. After a three-month period of time, if guest room volumes are not met, the Courtyard Taipei Hotel and **Cheng Shin Rubber Ind Co Ltd** agree to conduct a performance review meeting to discuss room usage and to identify subsequent action agreeable to both parties.

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