

# THE HOUSE OF YOI·KO·KO·RO

## ROOM RESERVATION FORM

### A. Room Reservation Request

Title: ☐ Dr/Prof ☐ Mr ☐ Mrs ☐ Ms

Name : \_\_\_\_\_

Company: \_\_\_\_\_ Designation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Arrival Date : \_\_\_\_\_ Departure Date : \_\_\_\_\_ Number Of Nights : \_\_\_\_\_

Flight Arrival Time: \_\_\_\_\_ Flight Departure Time: \_\_\_\_\_

(Check-in Time: 2.00pm, Check-out Time: 12.00pm)

\* If you are arriving between midnight and the official check-in time, please make the reservation for the day before.

### B. Room Type & Rate (Please tick appropriate box)

#### Room Rates

ROOM - 1 ☐ ☐ Single Room ☐ ( Room inclusive of wifi)

ROOM - 3 ☐ ☐ Twin Room ☐ ( Room inclusive of wifi)

\* All room rates are in

\* Rooms are subjected to availability upon confirmation.

### C. Billing

#### CASH BASIS RESERVATION

#### RESERVATION BOOKING FEE: 50% DEPOSIT

\* WE WILL CONFIRM THE RESERVATION VIA EMAIL AFTER WE CONFIRM YOUR 50% DEPOSIT.

\* THE REMAINING FEE WILL BE PAID UPON ARRIVAL.

\* PLEASE BEAR THE TRANSFER FEE.

\* PLEASE NOTE THAT THERE IS NO REFUND AFTER TRANSFER.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

#### Terms & Conditions

We reserve the right to cancel any reservation without 50% DEPOSIT guarantee 7 days prior to the arrival date.

\* A one night room charge is applicable for No Show or cancellation received within 48 hours prior to arrival date.

\* Please email this form to [houseofyoikokoro@gmail.com](mailto:houseofyoikokoro@gmail.com) or [houseofyoikokoro@yahoo.co.jp](mailto:houseofyoikokoro@yahoo.co.jp)

#### For Official Use

Taken By: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Confirmed By: \_\_\_\_\_