|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Booking Form** | | | | | | | | | | | | |
| Booking | □ Hearing(Case No: ) □ Other Business Functions | | | | | | | | | | | |
| Company/ Organization |  | | | | | | | | | | | |
| Contact Person | Name |  | | Tel |  | | | Fax |  | | E-mail |  |
| Date | YYYY | MM | | DD | ~ | | | YYYY | | MM | | DD |
|  |  | |  |  | |  | |  |
| Time | : | | | ~ | : | | | | | Number of  Participants | |  |
| Applicable Rate | □ Full Day (9 am ~ 6 pm) | | | | □ Half  Day | | (9 am ~ 1 pm or 2 pm ~ 6 pm) | | | □ Extra (Hourly): hr(s) | | |
| Rooms |  | | | | | | | | | | | |
| Additional Facilities | Video Conferencing | | Teleconferencing | | | Additional Requirements | | | |  | | |
| hr(s) | |  | | |
| 1. Payment  Account no: **1005-103-465649**, Swift code: **HVBKKRSEXXX**  Address: **Woori Bank, B1F Trade Tower 511Yeongdong Daero, Gangnam-gu Seoul, 06164 Korea**  2. Charges and Cancellation  *Where a request for reservation of rooms is made any time before thirty (30) days from the starting date of intended use, (i) a non-refundable deposit of (10% )of the total room charges is payable in order to confirm the reservation, (ii) a further deposit of (40%) of the total room charges is payable at 30 days prior to the first day of the booking start date, (iii) remaining (50%) of the total room charges is payable 14 days prior to the first day of the booking start date.*  *Where a request for reservation of room is made within thirty (30) days from the starting date of intended use, full payment of the total room charges is required to secure the reservation at the Seoul IDRC.*  *The deposit of ten percent (10%) of the total room charges is forfeited in the event of any cancellation; If the cancellation is made less than (30) days prior to the first day of the booking start date, (40%) of the total room charges is forfeited in addition to the 10% non-refundable deposit; If the cancellation is made less than (14) days prior to the first day of the booking start date, the total room charges must be paid in full.*  **2019. . .**  **Company / Organization :**  **Representative : *(signature)*** | | | | | | | | | | | | |

**Rates**

**Annex 1-Revised Rates effective as of May 8, 2018**

- NOTE1: Below prices are in **Korean Won and are subject to 10% VAT**. Seoul IDRC reserves the right to vary the price and other details of the services without notice.

- NOTE2: Maximum allowance of **2hours** of pre-setting time, on a day before the booking start date, which is subject to room availability, will not be charged. The earliest time for pre-setup is **8:00am** on the same day of the booking start date.

1. **Room Rates**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Room** | **Capacity**  **(㎡)** | **Weekdays** | | | **Weekend & Public Holidays** | | |
| **Full Day** | **Half Day** | **Hourly Charge** | **Full Day** | **Half Day** | **Hourly Charge** |
| **Hearing Room 1** | 175.8 | 2,000,000 | 1,200,000 | 300,000 | 3,000,000 | 1,800,000 | 450,000 |
| **Hearing Room 2** | 49.2 | 650,000 | 390,000 | 100,000 | 980,000 | 590,000 | 150,000 |
| **Hearing Room 3** | 49.2 | 650,000 | 390,000 | 100,000 | 980,000 | 590,000 | 150,000 |
| **Hearing Room 4** | 55.0 | 700,000 | 420,000 | 110,000 | 1,050,000 | 630,000 | 160,000 |
| **Hearing Room 5** | 88.9 | 1,100,000 | 660,000 | 170,000 | 1,650,000 | 990,000 | 250,000 |
| **Preparation Room 1** | 17.1 | 230,000 | 140,000 | 40,000 | 350,000 | 210,000 | 60,000 |
| **Preparation Room 2** | 18.1 | 230,000 | 140,000 | 40,000 | 350,000 | 210,000 | 60,000 |

**Package 1 (A zone)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Room** | **Capacity(㎡)** | **Weekdays** | | | **Weekend & Public Holidays** | | |
| **Full Day** | **Half Day** | **Hourly Charge** | **Full Day** | **Half Day** | **Hourly Charge** |
| **Hearing Room 1** | 175.8 | 2,000,000 | 1,200,000 | 300,000 | 3,000,000 | 1,800,000 | 450,000 |
| **Hearing Room 2** | 49.2 | 350,000 | 210,000 | 60,000 | 530,000 | 320,000 | 80,000 |
| **Hearing Room 3** | 49.2 | 350,000 | 210,000 | 60,000 | 530,000 | 320,000 | 80,000 |
| **Total** | **274.2** | **2,700,000** | **1,620,000** | **420,000** | **4,060,000** | **2,440,000** | **610,000** |

**Package 2 (C zone)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Room** | **Capacity(㎡)** | **Weekdays** | | | **Weekend & Public Holidays** | | |
| **Full Day** | **Half Day** | **Hourly Charge** | **Full Day** | **Half Day** | **Hourly Charge** |
| **Hearing Room 5** | 88.9 | 1,100,000 | 660,000 | 170,000 | 1,650,000 | 990,000 | 250,000 |
| **Preparation Room 1** | 17.1 | 120,000 | 70,000 | 20,000 | 180,000 | 100,000 | 30,000 |
| **Preparation Room 2** | 18.1 | 120,000 | 70,000 | 20,000 | 180,000 | 100,000 | 30,000 |
| **Total** | **124.1** | **1,340,000** | **800,000** | **210,000** | **2,010,000** | **1,190,000** | **310,000** |

**II. Additional Services**

A. Video Conferencing Services

|  |  |
| --- | --- |
| **IP based VC**  **web-based VC** | **100,000 per day**  **Free** |

B. Audio Visual Equipment Rental

|  |  |
| --- | --- |
| **Laptop, Visualiser** | **20,000 per day** |

C. Bundle Shipping Services

|  |  |
| --- | --- |
| **Handling and Administrative charges** | **+20% of service charge** |

D. Catering Services*\*Menus are available upon request.*

|  |  |
| --- | --- |
| **Lunch** | **20% of service charge** will be added to total price. |
| **Coffee & Tea** | Self service will be provided as complimentary.  For any coffee or tea catering arrangement that requires additional local vender arrangement, **20% of service charge** will be added to total price. |

F. Translation, Interpretation and Transcription Services

*\*Referral available upon request.*