未成年旅客住宿同意授權書
Accommodation Authorization Form for Minors

本授權書旨在聲明本人身為法定代理人，同意下述未成年人士入住貴酒店。若該未成年人在住宿期間發生違反住宿（使用）規則或違反法律之行為，本人作為法定代理人，願與該未成年人連帶承擔全部責任。

This letter of authorization is to certify that I, as the legal representative, consent to the accommodation of the following minor. If the minor violates the accommodation (usage) rules or any other laws during their stay, as the legal representative, I agree to bear all liability jointly with the minor.

一、訂房信息 (Reservation Information)

訂房確認號
Reservation Confirmation Number

入住日期 年 Y 月 M 日 D
Check-in date

退房日期 年 Y 月 M 日 D
Check-out date

二、入住者信息 (Guest Information)

姓名
Name

身份證/通行證/護照號碼
ID/ Exit Permit /Passport NO.

出生日期 年 Y 月 M 日 D
Date of birth

聯絡電話
Contact Number

三、法定代理人資訊 (Legal Representative Information)

法定代理人姓名
Name of legal representative

身份證/通行證/護照號碼
ID/ Exit Permit /Passport NO.

緊急聯絡電話
Emergency Contact Number

聯絡地址
Contact Address

與住宿者關係
Relationship with the guest

四、條款及細則 (Terms and Conditions)

1、 住宿者年齡為 16 歲以上且未滿 18 歲，且無成年人陪同入住者，須由其法定代理人簽署本授權書，方可辦理入住手續。（若同行人亦為 16 歲以上未滿 18 歲者，每人均需各自法定代理人填寫並簽署本授權書。）

Guests aged 16 years or older but under 18 years of age, who are not accompanied by an adult, must obtain signed consent from their legal representative via this authorization form before check-in can be processed. (If any accompanying person is also aged 16 or older but under 18, each such minor must have a separate authorization form signed by their respective legal representative.)

2、 如遇緊急情況或需確認相關事項，酒店將致電法定代理人。請務必填寫可聯繫的電話號碼。若無法聯繫法定代理人，將影響入住辦理。

In the event of emergencies or matters requiring confirmation, the hotel will contact the legal representative by phone. It is mandatory to provide a reachable contact telephone number. Failure to reach the legal representative may result in inability to complete check-in.

3、 辦理入住時，除個人身份證件及入境小票（如適用）外，須提交已簽署之本授權書，以及證明入住人與法定代理人關係之戶籍謄本（如戶籍簿戶主頁）或相關證明文件。若未提交完整文件，酒店有權拒絕入住。

At check-in, in addition to personal identification documents and arrival slip (if applicable), the signed authorization form and proof of relationship between the guest and the legal representative (such as household registration certificate or equivalent document) must be submitted. The hotel reserves the right to refuse check-in if the required documents are not provided.

4、 未經旅客事先同意，本酒店不會將旅客個人資訊外流、提供或披露予第三方。

Without the prior consent of the guest, the hotel will not disclose, provide, or share the guest's personal information with any third parties.

5、 若住宿期間入住人違反酒店住宿（使用）規則或相關法律規定，導致任何事故、損害或責任，酒店概不承擔任何責任，由法定代理人與該未成年人連帶承擔全部責任。特此立書為憑。

Should the guest violate hotel accommodation rules, usage policies, or any applicable laws during the stay, resulting in any incidents, damages, or liabilities, the hotel shall bear no responsibility whatsoever. The legal representative and the minor shall be jointly and severally liable for all such consequences. This document is executed as evidence hereof.

入住人簽署	**法定代理人簽署**
Guest Signature	**Legal Representative Signature**
(親自簽章)(Personally signed)	(親自簽章)(Personally signed)

年 Y　　月 M　　日 D