

Attn.: Ms. Dorothy Choy

Re.: HKU-Faculty of Education (Language Issues in English-medium Universities: A Global Concern on Jun 18-20, 08)

Fax: (852) 2213 6961

HOTEL RESERVATION FORM 酒店訂房表

Reservation is valid upon the confirmation of the hotel. For any queries or reservation, please contact us directly or return the reservation form by fax: (852) 2213 6961, email: rsvn@nchv.com.hk.
所有訂房必須以傳真或郵寄為準。如有任何問題或查詢，請傳真致(852)2213 6961或電郵rsvn@nchv.com.hk。

Reservation Deadline

最後訂房日期

May 18, 2008

二零零八年五月十八日

Reservation Information 訂房資料 (Please use ONE form for each booking and fill in all information 必須填寫所有細節)

Guest Name 客人姓名	Mr/ Mrs/ Ms	Last Name	First Name
注 請填寫英文的注音	先生/女士/小姐	姓氏	名字
Contact Method 聯絡方法	Telephone No. 電話號碼 : ()	Fax No. 傳真號碼 : ()	Email 電郵 :
Number of Rooms 訂房數目	: _____ Single Bed Room(s) 間單人房間	_____ Double Bed Room(s) 間雙人房間	
Share Room 同房	: Yes / No (Please fill in Name) 有 / 沒有 (請填寫姓名)		
Arrival Date 入住日期	: _____ Flight Details (Estimate time of arrival) 到港航班	:	
Departure Date 退房日期	: _____ Flight Details (Estimate time of departure) 離港航班	:	
Special Arrangement 特別安排	: <input type="checkbox"/> Smoking 吸煙客房 <input type="checkbox"/> Non-Smoking Room 不吸煙客房 <input type="checkbox"/> Disabled Room 殘疾人士客房		
Room Rate 客房價目	: Superior Room 高級客房 <input type="checkbox"/> Superior Room at HK\$810 nett per room per night (Room only) 高級客房每間每晚港幣\$810元正 (只包房費) <input type="checkbox"/> Superior Single Room at HK\$900 nett per room per night (Room with 1 breakfast) 高級單人客房每間每晚港幣\$900元正 (包括早餐壹位) <input type="checkbox"/> Superior Twin/Double Room at HK\$990 nett per room per night (Room with 2 breakfasts) 高級雙人客房每間每晚港幣\$990元正 (包括早餐兩位)		
Other Charges	: <input type="checkbox"/> Shuttle bus pickup service from Airport to Hotel at HK\$140.00 nett per person per trip <input type="checkbox"/> Limousine pickup service from Airport to Hotel at HK\$600.00 nett per car per trip Remark: Kindly contact the Hotelink Shuttle's Counter located at the Airport Arrival Hall A (#A01) or Hall B (#B01) for transfer arrangement		
Payment 房租	: The payment of room charge and any incidentals charges incurred will be on guest's own account 房租及其他費用將由客人自行結帳		
Guarantee Information 訂房保證資料	: I understand that a Guarantee Deposit equivalent to ONE night room charge (plus 13 % tax / service charge) is required. Please charge these deposit to my credit card as follows: 本人同意用以下的信用卡支付第一晚房租，作為保證我訂定之房間: Name of Card Holder 信用卡持有人姓名 _____ Credit Card No. 信用卡號碼 _____ Expiry Date 有效日期 _____ Card Holder's Signature 信用卡持有人簽署 _____		

Hotel Remark (注意事項)

- The above rates are inclusive of 10% service charge & 3% government tax. 以上價目已包括10%服務費及3%政府稅
- Once hotel reservation was confirmed, the accommodation should not be cancelled, refunded and modified in any case **on or after May 18, 2008**. Otherwise, one-night room charge penalty will be levied. 客房一經作實後，如在二零零八年五月十八日或之後提出訂房更改、取消及退款，我方會收取訂房保證金之第一晚房租
- Reservation in advance is required and subject to availability. 需預訂及視乎房間供應情況而定

Hotel Jen
仁民飯店

508 Queen's Road West, Western District, Hong Kong 香港西環皇后大道西508號

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