

Attn.: Ms. Dorothy Choy
Re.: HKU-Faculty of Education (Association for Language Awareness (ALA) Conference on June 26 - 29, 2008)
Fax: (852) 2213 6961

HOTEL RESERVATION FORM 酒店訂房表

Reservation Deadline
最後訂房日期
May 26, 2008
二零零八年五月二十六日

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 .

所有訂房必須以敝店確認為準。如有任何問題或垂詢，請傳真致(852)2213 6961 或電郵 rsvn@nchv.com.hk。

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) _____ Double Bed Room(s) _____ 間單人房間 _____ 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	: Standard Room 標準客房 <input type="checkbox"/> Standard Room at HK\$810 nett per room per night (Room only) 標準客房每間每晚港幣\$810 元正 (只包房價) <input type="checkbox"/> Standard Single Room at HK\$900 nett per room per night (Room with 1 breakfast) 標準單人客房每間每晚港幣\$900 元正 (包括早餐壹位) <input type="checkbox"/> Standard Twin/Double Room at HK\$990 nett per room per night (Room with 2 breakfasts) 標準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 <i>Remark: Kindly contact the Hotelink Shuttle's Counter located at the Airport Arrival Hall A (#A01) or Hall B (#B01) for transfer arrangement</i>		
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賬		
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，作為保證我預定之房間: 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 26, 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二十六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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