

**Reservation Form**

Please use one form for each reservation and fill in all information

***198th Congregation for the Class of 2017, 31 October to 17 December***

Guest Name: (Last) (First)		Arrival Date:	Departure Date:
Mr / Mrs / Ms			
Job Title: Company Name:		Arrival Flight / ETA:	Departure Flight / ETD:
Telephone Number : Facsimile Number :		e-mail address : Marriott Rewards Number:	
<b>Room type / rates:</b>  <b>Deluxe City View Room:</b> <input type="checkbox"/> HK\$950.00 (With 1 daily buffet breakfast) <input type="checkbox"/> HK\$1,050.00 (With 2 daily buffet breakfasts)  <b>Deluxe Harbour View Room:</b> <input type="checkbox"/> HK\$1,200.00 (With 1 daily buffet breakfast) <input type="checkbox"/> HK\$1,300.00 (With 2 daily buffet breakfasts)  <b>**Black-out Date applies on 15-17 November 2017, inclusive**</b>		<b>Benefits &amp; Privileges:</b> <ul style="list-style-type: none"> <li>- Newly Renovated hotel rooms</li> <li>- Complimentary wired and wireless internet access</li> <li>- Complimentary 24-hour access to fitness center</li> <li>- Complimentary hotel shuttle service to The University of Hong Kong, Queen Mary Hospital and William MW Mong Block</li> </ul> <b>Special Request:</b> <input type="checkbox"/> Non-smoking <input type="checkbox"/> Smoking <input type="checkbox"/> King Bed <input type="checkbox"/> Twin Bed <input type="checkbox"/> Others: _____ <i>* Check In: after 2:00pm / Check Out: 12:00 noon</i>	
<b>Rate details:</b> <i>* The above room rates are <b>subject to 10% service charge</b>, applicable to both single and double occupancy.</i> <i>* <b>Supplement charge of HK\$350+10% applies on or before 19 November, 2017</b></i> <i>* The special group rate may be adjusted to our Best Available Rate should all rooms be sold out within the room block.</i> <i>* Rates are only for delegates attending the above event.</i> <b>* The above room rates will not be available on black-out dates, hotel's Best Available Rate will be offered instead.</b>			
<b>Hotel Limousine Airport Transfer: (If required)</b>  (4-seater) at HK\$800.00net per car per trip      Arrival <input type="checkbox"/> Departure <input type="checkbox"/> (7-seater) at HK\$900.00net per car per trip      Arrival <input type="checkbox"/> Departure <input type="checkbox"/>  <i>* The above prices are subject to change without prior notice.</i> <i>* A surcharge of HK\$200.00net will be applied for pick-up and drop-off between 00:00 and 06:00.</i> <i>* For no-shows and cancellations within 24 prior to arrival/departure a full charge will be applied to credit card on file.</i>			
<b>I / WE AGREE TO GUARANTEE THIS RESERVATION BY THE CREDIT CARD LISTED BELOW:</b>  <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTER <input type="checkbox"/> DINERS <input type="checkbox"/> Others: _____ <b>Card Number:</b> _____ <b>Expiry Date:</b> _____ <b>* Remarks : Reservation to be confirm by giving valid credit card information for guarantee</b>			
<b>Terms and Conditions:</b> <b><u>Cancellation/No Show Policy</u></b> Please note a "no show" charge of ONE NIGHT will be automatically charged to guest's credit card, should the guest fail to arrive on the confirmed arrival date. In the event that the guest is a "no show" for the whole reservation period, the hotel will charge the guest's credit card for the <b>entire period</b> .  Cancellations or amendments are required <b>on or before October 27, 2017 (Tuesday)</b> , otherwise the guest will be charged for full period of stay.  Please return this form to us on or before <b>October 27, 2017</b> to our Reservations Department at fax number <b>(852) 3717-8288</b> or e-mail <a href="mailto:cy.hkgy.reservation.sales.supv@courtyard.com">cy.hkgy.reservation.sales.supv@courtyard.com</a> . Reservations will be subject to availability and confirmation will be notified by return fax of this form.			
<b>FOR HOTEL USE ONLY:</b> Block Code: "NIL"      Sales : PC Confirmation No.		Confirmed By:	Date:
Remarks :			