

Reservation Form

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

200th Congregation for the Class of 2018 (11 November – 8 December)

Guest Name: (Last) (First) Mr / Mrs / Ms Job Title: Company Name:	Arrival Date:	Departure Date:
Telephone Number : Facsimile Number :	e-mail address : Marriott Rewards Number:	
Room type / rates: Deluxe City View Room: <input type="checkbox"/> HK\$1,000.00 (With 1 daily buffet breakfast) <input type="checkbox"/> HK\$1,100.00 (With 2 daily buffet breakfasts) Deluxe Harbour View Room: <input type="checkbox"/> HK\$1,250.00 (With 1 daily buffet breakfast) <input type="checkbox"/> HK\$1,350.00 (With 2 daily buffet breakfasts) **Black-out Date applies on 13-16 November 2018, inclusive**	Benefits & Privileges: - Newly Renovated hotel rooms - Complimentary wired and wireless internet access - Complimentary 24-hour access to fitness center - Complimentary hotel shuttle service to The University of Hong Kong, Queen Mary Hospital and William MW Mong Block Special Request: <input type="checkbox"/> Non-smoking <input type="checkbox"/> Smoking <input type="checkbox"/> King Bed <input type="checkbox"/> Twin Bed <input type="checkbox"/> Others: * Check In: after 2:00pm / Check Out: 12:00 noon	

Rate details:

- * The above room rates are **subject to 10% service charge**, applicable to both single and double occupancy.
- * The special group rate may be adjusted to our Best Available Rate should all rooms be sold out within the room block.
- * Rates are only for delegates attending the above event.
- * **The above room rates will not be available on black-out dates, hotel's Best Available Rate will be offered instead.**

Hotel Limousine Airport Transfer: (If required)

(4-seater) at HK\$800.00net per car per trip Arrival Departure
 (7-seater) at HK\$900.00net per car per trip Arrival Departure

- * The above prices are subject to change without prior notice.
- * A surcharge of HK\$200.00net will be applied for pick-up and drop-off between 00:00 and 06:00.
- * For no-shows and cancellations within 24 prior to arrival/departure a full charge will be applied to credit card on file.

I / WE AGREE TO GUARANTEE THIS RESERVATION BY THE CREDIT CARD LISTED BELOW:

AMEX VISA MASTER DINERS Others: _____

Card Number: _____ Expiry Date: _____

*** Remarks : Reservation to be confirm by giving valid credit card information for guarantee**

Terms and Conditions:

Cancellation/No Show Policy

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 **entire period**.

Cancellations or amendments are required **on or before October 12, 2018 (Friday)**, otherwise the guest will be charged for full period of stay.

Please return this form to us on or before **October 12, 2018** to our Reservations Department at fax number **(852) 3717-8288** or e-mail cy.hkgy.reservation.sales.supv@courtyard.com. Reservations will be subject to availability and confirmation will be notified by return fax of this form.

FOR HOTEL USE ONLY:

Block Code: "NIL" Sales : SH
 Confirmation No.

Confirmed By:

Date:

Remarks :