

Reservation Form

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

202nd Congregation for the Class of 2019 (10 November – 7 December)

Guest Name: (Last) (First) Mr / Mrs / Ms	Arrival Date:	Departure Date:
Job Title: Company Name:	Arrival Flight / ETA:	Departure Flight / ETD:
Telephone Number : Facsimile Number :	e-mail address : Marriott Rewards Number:	
Trade Buyer ID Number:	Special Request: <input type="checkbox"/> Non-smoking <input type="checkbox"/> Smoking <input type="checkbox"/> Others: * Check In: after 2:00pm / Check Out: 12:00 noon	
ROOM TYPE / RATE: Deluxe City View Room: <input type="checkbox"/> HK\$1,000.00 (With 1 buffet breakfast daily) <input type="checkbox"/> HK\$1,100.00 (With 2 buffet breakfasts daily) Deluxe Harbour View Room: <input type="checkbox"/> HK\$1,250.00 (With 1 buffet breakfast daily) <input type="checkbox"/> HK\$1,350.00 (With 2 buffet breakfasts daily) **Black-out Date applies on 12-14 November 2019, inclusive**	Please arrange Limousine service: (If required) (4-seat) at HK\$800 net (1-way) (7-seat) at HK\$900 net (1-way) Arrival <input type="checkbox"/> Departure <input type="checkbox"/> Arrival <input type="checkbox"/> Departure <input type="checkbox"/> *The above prices are subject to change without prior notice.	

TERMS AND CONDITIONS:

* The above room rates are **subject to 10% service charge**, applicable to both single and double occupancy and includes complimentary use of high speed internet access (wired/wireless).
* 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 conference.
* The above room rates will not be available on black-out dates, hotel's Best Available Rate will be offered instead.

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

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**.

Any cancellation or amendment is required **on or before October 11, 2019 (Friday)**, otherwise the guest will be charged for full duration of stay.

Please return this form to us on or before **October 11, 2019** to our Reservations Department at fax number **(852) 3717-8288** or e-mail venus.kwong@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 :