



ROOM RESERVATION FORM

HKU – 200th Congregation
11 November – 7 December 2018

PERSONAL PARTICULARS

Guest Name Ms./Mrs./Mr. (Surname) _____ (First Name) _____
 (Share Name if any) _____
 Telephone No. _____ Email _____
 Arrival Date _____ Flight No. / ETA _____
 Departure Date _____ Flight No. / ETD _____
 No. of Rooms _____ No. of Persons _____

ACCOMMODATION AT HOTEL JEN HONG KONG

We encourage early registration as guest rooms are limited. All reservation is subject to hotel's final confirmation.

Room Type	Room Rate (per room per night)	Privileges
Superior Room	<input type="checkbox"/> HK\$950.00 (Room only)	<ul style="list-style-type: none"> Welcome amenity upon arrival Complimentary in-room wired internet and Wi-Fi access Complimentary local calls Complimentary access to fitness centre and swimming pool Complimentary shuttle bus to/from Hotel and Hong Kong Station/ IFC Mall/ HK Disneyland/ Ocean Park/ Peak Tram Station (subject to availability)
	<input type="checkbox"/> HK\$1,050.00 with one daily buffet breakfast	
	<input type="checkbox"/> HK\$1,150.00 with two daily buffet breakfasts	
	➤ Daily surcharge of HK\$300 will be applied on 11-16 November 2018 inclusive	
Add-On Items	Once booking is confirmed, unused portions of add-on items are non-transferable and non-refundable.	
<input type="checkbox"/> Hotel Limousine (4-seater)	HK\$820.00 per car per trip (Between hotel and Hong Kong Airport)	<input type="checkbox"/> Arrival <input type="checkbox"/> Departure
<input type="checkbox"/> Hotel Limousine (6-seater)	HK\$860.00 per car per trip (Between hotel and Hong Kong Airport)	<input type="checkbox"/> Arrival <input type="checkbox"/> Departure
HKD \$200 surcharge will be applied per car per trip between 00:00 and 06:00. Booking must be guaranteed by credit card, full charge will be applied in the event of no show or cancellation notice given less than 24 hours prior to arrival.		
Special Request (Subject to hotel's availability)		
<input type="checkbox"/> Queen Bed <input type="checkbox"/> Twin Bed <input type="checkbox"/> Others (Please specify)		

GUARANTEED RESERVATION & CANCELLATION POLICY

- Above room rates are subject to ten percent (10%) service charge.
- Advance reservation is required and room rate will be quoted according to hotel's availability at the time of booking.
- In order to confirm the room reservations, credit card details (card numbers and expiry dates) are required upon submission of the reservation form for guaranteed purpose.
- Any cancellation or amendment of stay made less than 24 hours prior to arrival date (4 pm of local time) or no show will be subject to a penalty equals to the first night room charge and will be credited to provided credit card.
- Please submit this form by email or fax to the Hotel Jen Hong Kong by contact details as below. Confirmation letter will be provided by the hotel once the booking is confirmed.

Credit Card Information Visa Master AMEX Diners JCB
 Credit Card Number _____ Expiry Date _____
 Cardholder's Name _____
 Cardholder's Signature _____

FOR HOTEL USE ONLY

Confirmation # : _____
 Booking Confirmed by : _____ Date: _____