



HOTEL JEN HONG KONG ROOM RESERVATION FORM

HKU – Communications and Public Affairs Office

202nd Congregation

10 Nov – 7 Dec 2019

Booking Deadline:
10 October 2019 (Thursday)

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\$970.00 room only <input type="checkbox"/> HK\$1,090.00 inclusive of one daily breakfast <input type="checkbox"/> HK\$1,210.00 inclusive of two daily breakfasts *Daily supplement of HK\$300.00 will be applied on 10 – 16 November 2019 inclusive *The room rate quoted above is subject to 10% service charge. ** Advance reservation is required and all reservation is subject to hotel's final confirmation.	<ul style="list-style-type: none"> • Welcome amenity upon arrival • Complimentary in-room wired internet and Wi-Fi access • Complimentary housekeeping service on every 2 days • Complimentary local calls • Complimentary mineral water (4 bottles per day) • Complimentary tea & coffee making facilities in room • 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)
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\$840.00 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\$880.00 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

All reservations must be guaranteed with valid credit card for room reservation confirmation.

- a) Any shortening of stay on or after 10 October 2019 will be charged based on the whole duration as originally reserved.
- b) Any cancellation on or after 10 October 2019 will be charged the Daily Room Rate for each of the un-utilized room night(s).
- c) In the event if you fail to check-in, full cancellation charges will apply for the duration of the entire stay and space for subsequent nights will be released.
- d) Please submit this form by email 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 _____