

**Reservation Due Date
12 November 2018**

HOTEL RESERVATION FORM

**The Second International Conference on English across the Curriculum
On 3 – 5 December 2018
The Hong Kong Polytechnic University –English Language Centre (ELC)**

Attn: **Harbour Plaza Metropolis** – Mandy Yim (Sales Co-ordinator)

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Kowloon Harbourfront Hotel provides 240 comfy 2-bedroom suites at 647 sq.ft. Selecting from Harbourview Suite and Cityview Suite, all suites are elegantly and tastefully furnished with a well-designed pantry and modern amenities. Café D and DD Bar are ideal F&B outlets for chilling out, offering a mix of all-day dining and alcoholic and non-alcoholic beverages with savoury snacks.

Please fill in BLOCK LETTERS and tick the appropriate box if required:

Name: Mr/Ms (First name) _____ (Last name) _____

(Sharing guest if applicable) Mr/Ms (First name) _____ (Last name) _____

Contact No. : (Tel) _____ (Email) _____

- Privileges: **Two-bedroom City View Suite** at **HK\$ 1,200** per room per night
- Free use of handy Smartphone service for unlimited local calls and international phone calls for 5 countries including China, South Korea, Singapore, USA & Australia, unlimited mobile Internet data, an indispensable city guide, interactive maps and fabulous offers for Hong Kong visitors
 - Complimentary in-room wifi internet access
 - Complimentary local telephone calls
 - Complimentary daily newspaper
 - Free in-room coffee and tea making facilities
 - Free use of gym, sauna and kids paradise
 - Complimentary shuttle bus service to and from Hotel → Middle Road, Tsimshatsui (via Harbour Plaza Metropolis) running from 06:55 a.m.-10:55 p.m. every 20 minutes interval

***All of the above rate is subject to 10% service charge and prevailing government tax (if any) per room per night.**

Arrival Date: _____ Flight _____ Time _____

Departure Date: _____ Flight _____ Time _____

● *Airport Transportation Services are available. Please contact us for more details if required.*

All Reservation Must Be Guaranteed By a Credit Card to Secure Room Space: Visa Master

Name on Credit Card: _____ Card No. : _____ Expiry Date: _____

Date of Application: _____ Signature: _____

IMPORTANT NOTES:

1. In case of any cancellation of room reservation made less than *21 days* prior to your expected arrival, one night room charge will be debited on your given credit card as penalty directly.
2. In case of any amendment or cancellation of room reservation made less than *7 days* prior to your expected arrival or no-show, 100% expected whole period of room charges will be debited on your given credit card as penalty directly.
3. Payment Method: All guests must settle all payments by cash or credit card upon departure.
4. Rates are **on a first-come-first-served basis**, applicable on **2 days pre and post of this event** and subject to hotel's availability.

****HOTEL WILL REPLY YOU WITHIN 3 WORKING DAYS****