



Caritas Bianchi Lodge

4, Cliff Road, Yaumatei, Kowloon, Hong Kong.

Room Reservations

English Language Centre (ELC) of the Hong Kong Polytechnic University

《14 to 16 December 2015》

Please tick the appropriate boxes.

GUEST NAME

Title: Prof Dr Mr Mrs Ms

Gender: Male Female

Surname _____ Given names _____

Mailing Address _____

Fax _____ Email _____

ARRIVAL & DEPARTURE DATES

Arrival Date _____ Via _____

Departure Date _____ Via _____

RESERVATION REQUEST FORM (Room Rates valid from 14 to 16 December 2015 & subject to change without prior notice)

<u>Type of Room</u>	<u>Daily Rate</u>	<u>Number of Room(s)</u>
Twin Room	HK\$770.00net	_____
Double Bed Room	HK\$770.00net	_____

All rates are net rate and on a per room per night basis with complimentary breakfast per paying guest.

Reservation is subject to room availability. To guarantee reservation, Caritas Bianchi Lodge requires PAYMENT IN FULL IN ADVANCE ("Prepayment"). **"Prepayment" is non-refundable and non-transferable. Deposit for other expenses (HK\$300.00 per room) upon check-in or guaranteed payment by credit card and to be settled upon departure (by cash or credit card).**

Cancellation Policy: Guaranteed reservation must be cancelled 14 days before your arrival date to avoid penalty charges. If cancelled later or in case of no-show, one night room rental will be charged on the Credit Card automatically.

Please return this form to us on or before November 10, 2015. Reservations will be subject to availability and confirmation will be notified by return fax or email of this form.

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PAYMENT

Payment can be settled either

by Credit Card (Visa, MasterCard and American Express)

Credit card details are included 『Card no., Expiry Date and Card Holder Name in Full』

Attached please find the form to fill-in for “Credit Card Payment”.

or

by Telegraphic Transfer (TT) or by Bank Transfer with one of the following banks :-

Account Name: Caritas Hong Kong (HS)	
Bank	Bank
HSBC Head Office 1 Queen's Road Central Hong Kong	Industrial and Commercial Bank of China (Asia) Limited Central Branch 9 Queen's Road Central Hong Kong
A/C No : 168-157543-001	A/C No: 072-701-010011707
Swift Code: HSBCHKHKKH	Swift Code: UBHKHKHH

For payment by Bank Transfer, the bank will deduct commission from the “Prepayment”. Bank commission will be determined by the respective bank.

Any difference after deducting Bank commission and the "Prepayment" must be settled by guests at check-in time.

The "Pay-in slip" should be sent to Caritas Bianchi Lodge for payment record.

Remarks:

- All reservation requests are subject to confirmation via email or fax within **seven business days**. If you fail to receive confirmation thereafter, please notify our reservation immediately.
- All reservations shall be guaranteed by “Prepayment” by credit cards or telegraphic transfer.
- “Prepayment” is non-refundable and non-transferable.
- Check-in time is 14:00 hours and check-out time is at or before 12:00 noon.
- Caritas Bianchi Lodge is a “Smoke Free Lodge”.



CARITAS BIANCHI LODGE (CBL)

ACCEPTANCE OF CHARGES ON BEHALF OF GUEST(S)

English Language Centre (ELC) of the Hong Kong Polytechnic University

《14 to 16 December 2015》

Attn:

Booking No.:

I, the undersigned, in consideration of the management of The Caritas Bianchi Lodge extending accommodation and other facilities to the guest(s) named below hereby authorize the Lodge to Debit all costs, charges and expenses incurred by the below mentioned guest(s) in respect of his/her/their stay at the Lodge. The detailed folio should be forwarded to my attention to the below address after his/her/their departure.

Details of Payer : Name : _____
 Address : _____

 Tel No. : _____
 I.D. Card No./Passport No. : _____

Form of Payment : American Express / Visa / Master
 Card No. : _____ Expiry : _____
 Cash Amount : HK\$ _____

	<u>Name</u>	<u>Room No.</u>	<u>Period of Stay</u>
1.	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____

Remarks : *100% room payment of above bookings is settled by Credit Cards.
 **"Prepayment" is non-refundable and non-transferable.
 *Please submit copies of the credit card (front side and back side) for CBL reference.

Card Holder Signature _____
 Handled by
 Grassy WAN / Reservation Dept.

p.s. Please return this agreement **on/before specific deadline, otherwise this request will be released automatically. Thank you.**
Fax No.: (852) 2770 6669 Tel: (852) 2388 1111 E-mail: cblresv@bianchi-lodge.com