

HOTEL RESERVATION FORM

The International Conference on the Development of English Across the Curriculum on 14 – 15 December 2015 The Hong Kong Polytechnic University – English Language Centre

Kowloon Harbourfront Hotel is an all-suite hotel combining convenience and tranquility. Just minutes away from Hunghom and Tsim Sha Tsui MTR Stations, the Cross Harbour Tunnel and the ferry pier, ensuring you can always make your business appointment, city ride or shopping spree at the city's central business district, or travel to destinations in and around Hong Kong with ease. Featuring a 180-degree panoramic view of the world-renowned Victoria Harbour, Kowloon Harbourfront Hotel provides 480 luxurious delicate 2-bedroom suites at 647 sq. ft., with 240 suites have initially launched on 1 July 2015 and the remainder are set to be opened in the first quarter of 2016. All suites are elegantly and tastefully furnished with a fully-equipped pantry and modern amenities.

Please provide full details in capital block letter

| | | | |
|--------------------------|--|----------------------|--|
| Name of contact person : | | | |
| Tel No : | | Fax No : | |
| Email : | | Date of Application: | |

Reservation

Adjustment

Cancellation

Guest Name : 1. (Dr /Mr./ Ms / Mrs.)

As in Passport : 2. (Dr /Mr./ Ms./ Mrs.)

Number of Suite : _____

Arrival Date : _____ Flight : _____ (_____ hrs)

Departure Date : _____ Flight : _____ (_____ hrs)

Room Rate : **2-Bedroom Suite** at HK\$1,045nett per suite per night for accommodation only

: **2-Bedroom Suite with one breakfast*** at HK\$1,155nett per suite per night

: **2-Bedroom Suite with two breakfasts*** at HK\$1,265nett per suite per night

**Hotel reserve the right to relocate breakfast venue (Promenade at Harbour Plaza Metropolis Kowloon Hong Kong)*

All of the above rates are inclusive of 10% service charge and complimentary use of in-room internet access, prevailing government tax (if any) per suite per night.

Please note that Guaranteed Arrival is required

Booking Guaranteed By : Amex Visa Master Diners

Print Name As It Appears On the Card : _____

Card Number : _____ Expiry Date : _____

Signature of Card Holder : _____

Important Notes:

1. All reservation request forms must be received by us on or before **23 November, 2015**.

2. Send this form, either by e-mail or by fax directly to Kowloon Harbourfront Hotel.

Address: 8 Hung Luen Road, Hung Hom Bay, Kowloon, Hong Kong

Fax: **(852) 2186 9050** Tel: **(852) 2186 9063** or E-mail: ruthc.khfh@harbour-plaza.com

Attention: Ruth Ching – Senior Sales Manager Website: <http://www.harbour-plaza.com/khfh>

3. We will contact you whether your reservation request is confirmed.

4. Each suite is applicable for maximum 3 persons.

4. All bookings should be guaranteed by a valid credit card.

5. All reservations, room rates are subject to availability.

6. Card holder agreed to charge credit card one night room rental if the guest no-showed on the expected arrival day or cancellation is NOT notified in writing to the hotel **7 days** prior to arrival day.

7. Rates are **on first-come-first-served basis**, applicable for **2 days pre and post of this event** and subject to hotel's availability.

ROOM BOOKING CONFIRMATION

(FOR HOTEL USE)

(we will contact you through e-mail if email address is provided)

-confirmation number:

Your Room booking request has been confirmed accordingly to the above request. Have a pleasant trip to Hong Kong.

Confirmed By:

Name : _____

Date : _____