



吳多泰博士國際中心  
**NTT International House**  
 香港浸會大學  
 Hong Kong Baptist University

32 Renfrew Road, Kowloon Tong, Hong Kong

Reservation Tel: (852) 2794 2004 Fax: (852) 2794 2013 Email: alicekan@hkbu.edu.hk Website: www.hkbunnt.com.hk

Attn: NTT International House- Ms Alice Kan (Marketing & Promotion Office)

**RESERVATION FORM**

**FoCM'2008 (16-26 June 2008)**

Please  tick the appropriate box and fill in with BLOCK letters.

**GUEST INFORMATION** ✓

Reservation Confirmation Number: \_\_\_\_\_

Title		Last Name		First Name	
<input type="checkbox"/> Prof.	<input type="checkbox"/> Dr.	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	_____
Institute / University: _____					
Arrival Date	DD	MM	YY	Flight No / ETA	
Departure Date	DD	MM	YY	Duration of Stay (nights)	
Number of Rooms	Deluxe	<input type="checkbox"/>	Daily Rate: HK\$620/US\$80		per room per night
	Superior	<input type="checkbox"/>	Daily Rate: HK\$500/US\$64		per room per night
* all rates are exclusive of breakfast					
<b>Total Amount: HK\$</b> _____					

**RESERVATION CONTACT PERSON /CONTACT INFORMATION (for confirmation)**

Name \_\_\_\_\_ Tel \_\_\_\_\_

Institute / University: \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

**PAYMENT METHOD**

*The information provided below is for room payment and booking guarantee purpose only.*

**For more information, please refer to the Terms and Conditions for Room Reservation.**

**By Credit Card**

Type of Credit Card  VISA  MASTER CARD  AMERICAN EXPRESS

Credit Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Name of Cardholder \_\_\_\_\_ Amount HK\$/US\$ \_\_\_\_\_

**"I authorize Hong Kong Baptist University to charge from my mentioned credit card for the Total Amount listed above. I fully understand and accept the Terms and Conditions for Room Reservation. The photocopy of both sides of the above credit card is attached with this Reservation Form."**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Signature on the credit card)*

**OFFICE USE**

Official Receipt No.: \_\_\_\_\_ Amount of Deposit Received: HK\$ \_\_\_\_\_

Supporting Documents Handled / Checked by \_\_\_\_\_ / \_\_\_\_\_ Remarks: \_\_\_\_\_

Approved By : \_\_\_\_\_ Date : \_\_\_\_\_

***(All the reservation should be made on or before 23 April, 2008)***



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## **Terms and Conditions for Room Reservation**

### **1 Check-in & Check-out arrangements**

- 1.1 Check-in time is 1400 hour and check-out time is 1200 hour.
- 1.2 Guest(s) check out later than 1200 hour and before 1800 hour is subject to a surcharge of a half day rental; after 1800 hour is subject to a full day rental based on the odd day rate.
- 1.3 Key deposit at HK\$100 per key is required upon check in and will be refunded upon check out.
- 1.4 If guest(s) require local or IDD call service, HK\$500 deposit is required upon check-in.

### **2 Deposit payment for confirming reservations**

- 2.1 For booking of 1 to 7 rooms, one night's room rental of each room is required
- 2.2 For booking of monthly package room, one month's room rental for deposit is required.
- 2.3 For booking of 8 or above rooms, 50% of the total room night rental is required.
- 2.4 Deposit would be forfeited if no show.

### **3 Confirmation of room reservation**

- 3.1 Reservation is only guaranteed after the receipt of the deposit. Deposit made by Company cheque must be subjected to actual clearance.
- 3.2 Upon the receipt of deposit payment, a written confirmation from the House would be issued.

### **4 Arrangements for room cancellation after confirmation**

Deposit is non-refundable, except

- 4.1 For booking of 1 to 7 rooms, a written request sought 72 hours prior to the original arrival schedule.
- 4.2 For booking of 8 to 30 rooms, a written request sought 30 days prior to the original arrival schedule.
- 4.3 For booking of 31 rooms or above, a written request sought 45 days prior to the original arrival schedule.

### **5 Reduction of number of rooms being confirmed for reservation (Applicable to booking for 8 or above rooms only)**

- 5.1 With a written request sought 1 working day prior to the original arrival schedule, the House would accept the request for room reduction and the arrangements are as follows:
  - 5.1.1 For booking of 8 to 10 rooms, the total reduction should not exceed 20% of the original reserved number of rooms.
  - 5.1.2 For booking of 11 or above rooms, the total reduction should not exceed 10% of the original reserved number of rooms.

### **6 Change of arrival schedule**

- 6.1 For booking of 1 to 7 rooms:

With a written request sought 1 working day prior to the original arrival schedule and subject to room availability, the change would be accepted.
- 6.2 For booking of 8 or above rooms:

With a written request sought 7 working days prior to the original arrival schedule and subject to room availability, the change would be accepted.
- 6.3 The House shall apply the terms on room cancellation if the requested change is unacceptable.

### **7 Payment of room rental**

- 7.1 Full rental payment has to be made upon check-in, and is non-refundable.