

## Reservation Request Form

As the official hotel, InterContinental Grand Stanford Hong Kong Hotel is pleased to offer an exclusive convention rate to delegates attending the above mentioned event from 29-31 August 2003 inclusive.

To enable us to process your reservation efficiently, please complete and return this form to the Reservations department by fax : (852) 2723 5121 or email : reservations@grandstanford.com on or before **28 July 2003**.

**Personal Details**

Guest Name : \_\_\_\_\_  
First Name Last name

Company Name : \_\_\_\_\_

Contact Address : \_\_\_\_\_  
 \_\_\_\_\_

Tel Number : \_\_\_\_\_ Fax Number : \_\_\_\_\_ Email : \_\_\_\_\_

Arrival Date : \_\_\_\_\_ Arrival Flight : \_\_\_\_\_ ETA : \_\_\_\_\_  
Date / Month / Year

Departure Date : \_\_\_\_\_ Departure Flight : \_\_\_\_\_ ETD : \_\_\_\_\_  
Date / Month / Year

<u>Room Category</u>	<u>One Bed Room</u>	<u>Two Bed Room</u>	<u>*Room Rates</u>	<u>No of Rooms</u>
Deluxe Suite on Deluxe Floors			HK\$1,900	
Side Harbour View Room on Deluxe Floors			HK\$900	
Standard / Superior Room on Deluxe Floors			HK\$780	

- Name of accompanying person sharing the same room, if any \_\_\_\_\_
- Daily American Buffet Breakfast supplement at HK\$70 nett per person. *Special price is only offered at time of booking, otherwise the normal charge of HK\$165.00 plus 10% service charge will be charged.*
- \* The above room rates are inclusive of 10% service charge and 3% government tax per room per night, applicable to single / double occupancy. Same rates apply to 3 days prior and after conference.

**Transportation**

- Mercedes Benz limousine (4 seater) transfer service at HK\$420 nett per car one way – from Airport to our hotel.
- Mercedes Benz limousine (4 seater) transfer service at HK\$420 nett per car one way – from our hotel to Airport.
- For the above transportation services, please kindly proceed to the Hong Kong Hotels Association airport Pick-Up A17, A18 Counter in Arrival Hall A for service.

**Guaranteed By**

Card Number : \_\_\_\_\_  Visa  Master  AE  Diners  Others \_\_\_\_\_

Cardholder's Name : \_\_\_\_\_ Expiry Date : \_\_\_\_\_

**Note**

Kindly advise arrival flight details when available. Guaranteed bookings must be cancelled to the hotel 48 hours prior to the arrival date or a late cancellation charge of one night room rental will be applied.

**Remarks**

Please send in your reservations latest by 28 July 2003, thereafter, all reservation requests will be subject to rate and space availability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Application