



**Reservation Due Date
15 November 2016**

HOTEL RESERVATION FORM

**11th International Symposium on Teaching English at Tertiary Level
on 9 – 10 December 2016**

The Hong Kong Polytechnic University – Department of English
Attn: Harbour Plaza Metropolis – Claudia Tsui (Sales Executive)

Fax: (852) 3160-6988 Tel: (852) 3160-6821 Email: ClaudiaT@harbour-plaza.com

Harbour Plaza Metropolis, 821 guest rooms and suites are designed for guests who expect discreet luxury and modern functionality. Convenient location next to The Hong Kong Polytechnic University, direct access within walking distance. Hotel recreation: gym, sauna, Jacuzzi, outdoor swimming pool and spa & massage services. For dining, the hotel has four outstanding harbour view restaurants and bar serving International, Japanese and Chinese cuisine.

Please fill in BLOCK LETTERS:

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

Prof/Dr/ Mr/Ms (First name) _____ (Last name) _____

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

Number of Rooms: _____ **Superior Room on Standard Floor** at HK\$900 nett per room per night

Privileges: Complimentary in-room wireless internet access for 2 IP Users per room
Welcome fruit upon arrival
Complimentary 2 bottles of distilled water (each 430ml) with daily replenishment
In-room coffee and tea making facilities
Free use of gym, sauna, outdoor swimming pool and Jacuzzi

Supplement: () Daily buffet breakfast served at The Promenade – HK\$110 nett per person per meal

**All of the above rates are inclusive of 10% service charge and prevailing government tax (if any) per room per night.*

Special Request: Queen Size Bed Two Single Beds Non-smoking Smoking

Arrival Date: _____ Flight _____ Time _____

Departure Date: _____ Flight _____ Time _____

Airport Shuttle: HK\$140 per person per trip to/from Airport and Hotel Arrival Departure

Hotel Limousine: HK\$650 per car per trip to/from Airport and Hotel Arrival Departure

(An additional service charge of HK\$150 per trip will be applied if the limousine service is between 0000hrs and 0600hrs. In the event of no-show or cancellation given less than 3 hours prior to the expected arrival time, full charges will be applied.)

*** Please approach Hotel Pick-up counter “B05a” for the transportation service in the Airport Terminal 1***

Booking Guaranteed By: Visa Master

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

Date of Application: _____ Signature: _____

IMPORTANT NOTES:

- 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.
- 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.
- Payment Method: All guests must settle all payments by cash or credit card upon departure.
- 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****