



**ROOM RESERVATION FORM**  
**HOTEL JEN HONG KONG**  
**HKU- School of English**

Booking Deadline:  
1 June 2015

**Communication, Medicine, and Ethics (COMET) 25 – 27 June 2015**

**PERSONAL PARTICULARS**

Guest Name      Ms./Mrs./Mr. (Surname) \_\_\_\_\_ (First Name) \_\_\_\_\_  
 (Share Name if any) \_\_\_\_\_

Company Name \_\_\_\_\_ Title \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Arrival Date \_\_\_\_\_ Flight / Time \_\_\_\_\_

Departure Date \_\_\_\_\_ Flight / Time \_\_\_\_\_

No. of Rooms \_\_\_\_\_ No. of Persons \_\_\_\_\_

**ACCOMMODATION AT HOTEL JEN HONG KONG**

We encourage early registration as guest rooms are limited. Confirmation is subject to room availability.

<b><u>Room Type</u></b>	
<b>Superior Room</b>	<input type="checkbox"/> HK\$990 per room per night (Room only) <input type="checkbox"/> HK\$1,100 per room per night (Including one daily buffet breakfast) <input type="checkbox"/> HK\$1,210 per room per night (Including two daily buffet breakfasts) <b>**The room rates quoted above inclusive of ten percent (10%) service charge and prevailing government taxes if applicable</b>
<b><u>Add-On Items</u></b>	
Once booking is confirmed, unused portions of add-on items are non-transferable and non-refundable.	
<input type="checkbox"/> <b>Hotel Limousine (4-seater)</b>	<b>HK\$780.00 net per car per trip</b> (Between hotel and Hong Kong Airport) <input type="checkbox"/> Arrival <input type="checkbox"/> Departure
<input type="checkbox"/> <b>Hotel Limousine (6-seater)</b>	<b>HK\$880.00 net per car per trip</b> (Between hotel and Hong Kong Airport) <input type="checkbox"/> Arrival <input type="checkbox"/> Departure HKD \$200 surcharge will be applied per car per trip for limousine service between 00:00 and 06:00. Booking must be guaranteed by credit card, full charge will be applied in the event of no show or cancellation notice given less than 24 hours prior to arrival.
<b><u>Special Request</u></b> (Subject to hotel's availability) <span style="float:right">(Please specify)</span>	
<input type="checkbox"/> Non Smoking <input type="checkbox"/> Smoking <input type="checkbox"/> Request Queen Bed <input type="checkbox"/> Request Twin Bed <input type="checkbox"/> Others	

**GUARANTEED RESERVATION & CANCELLATION POLICY**

- In order to confirm the room reservations, credit card details (card numbers and expiry dates) are required to be inserted when submitting the reservation form. Total room charges will be debited from the given credit card(s) upon confirmation of reservation.
- No cancellation or amendment is allowed to be made less than 14 business days prior to guest's arrival. In such an event, a full amount of the entire reserved period will be charged. Charges are non-transferable and no refundable.
- Hotel reserves the right to accept or decline room booking exceeding the original blockage or passed the booking deadline. Room rate for additional bookings will be quoted according to hotel's availability at the time.
- Please submit this form by email or fax to Hotel Jen Hong Kong by contact details as below. A confirmation letter will be provided by the hotel should the booking be considered as confirmed.

**Credit Card Information**       Visa       Master       AMEX       Diners       JCB

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

Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

**FOR HOTEL USE ONLY**

Confirmation # : \_\_\_\_\_

Booking Confirmed by : \_\_\_\_\_ Date: \_\_\_\_\_