



ROOM RESERVATION FORM

HOTEL JEN HONG KONG

Booking Deadline:
21 May 2015

HKU- Centre for Applied English Studies Conference Group

10 – 14 June 2015 (4 nights)

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.

Room Type

Superior Room

- ☐ HK\$960 net per room per night (Room only)
☐ HK\$1,060 net per room per night (Including one daily buffet breakfast)
☐ HK\$1,160 net per room per night (Including two daily buffet breakfasts)
****The room rates quoted above are inclusive of ten percent (10%) service charge and prevailing government taxes if applicable**

Add-On Items

Once booking is confirmed, unused portions of add-on items are non-transferrable and non-refundable.

☐ Hotel Limousine (4-seater)

HK\$780.00 net per car per trip (Between hotel and Hong Kong Airport)

☐ Arrival ☐ Departure

☐ Hotel Limousine (6-seater)

HK\$880.00 net per car per trip (Between hotel and Hong Kong Airport)

☐ Arrival ☐ 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.

Special Request (Subject to hotel's availability)

(Please specify)

☐ Non Smoking ☐ Smoking ☐ Request Queen Bed ☐ Request Twin Bed ☐ Others

GUARANTEED RESERVATION & CANCELLATION POLICY

- In order to confirm the room reservations, credit card details (card numbers and expiry dates) are required to be provided upon submission of 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-transferrable and non-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
Expiry Date

☐ Diners

☐ JCB

Credit Card Number

Cardholder's Name

Cardholder's Signature

FOR HOTEL USE ONLY

Confirmation # : _____

Booking Confirmed by : _____ Date: _____

Hotel Jen Hong Kong

508 Queen's Road West, Western District, Hong Kong

Tel: (852) 2974 1234 Fax: (852) 2213 6961

Email: reservations.hjhk@hoteljen.com www.hoteljen.com