



2016 Cultural Leadership Summit - The Art of Successful Collaboration

May 31- June 1, 2016

Single or Twin 單人房或雙人房	Room Rates 房價
<input type="checkbox"/> Premier Plus Room 時尚客房	HK\$700.00

To : The Harbourview 灣景國際
Ms. Natalie Ng 伍慧智

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Reservation Form (訂房表格)

Guest Name 客人姓名(英文注音)	:	_____	Arrival Flight 抵港航班資料	:	_____
Arrival Date 入住日期	:	_____	No. of Rooms 房間數量	:	_____
Departure Date 退房日期	:	_____			
Company Name 公司名稱(英文)	:	_____			
E-mail Address 電郵	:	_____			
Telephone No. 電話	:	_____	Fax No. 傳真	:	() _____

Guarantee Information 訂房保證資料:

I understand that a Guarantee Deposit equivalent to ONE night room rental charge including 10% service charge is required. Please charge these deposit to my credit card as follows: 本人同意用以下的信用卡支付第一晚房租預付 1 晚房租，作為保證方預定之房間。

Visa <input type="checkbox"/>	Master <input type="checkbox"/>	Diners Club <input type="checkbox"/>	American Express <input type="checkbox"/>	JCB <input type="checkbox"/>	
Card Holder's Name 持卡人姓名	:	_____	Card Number 卡號	:	_____
Card Holder's Signature 持卡人簽名	:	_____	Expiry Date 有效期	:	_____

Hotel Remarks (注意事項):

- The above rate is subject to 10% service charge only 所有價錢需另加百分之十服務費
- Free Wireless broadband internet access 免費無線寬頻上網服務。
- Room will not be reserved if not guaranteed by a valid credit card. 所有預訂需以有效信用卡作落實訂房，否則訂房將不被確認。
- Last minutes cancellation or amendment made within 14 days prior to the arrival or on day no-show, will charge one night accommodation. 如要更改住宿日期或取消訂房，請在到達前 14 天進行，否則本酒店會收取相當於所取消房數 1 晚房租作為手續費。
- All rooms are on a first-come-first-serve basis, confirmation of rooms & room type are subject to hotel availability. 以上優惠房價將以先到先得為原則，所有訂房將會視乎本酒店訂房情況而確認
- All rooms and incidental charges incurred will be on guest's own account. 房租及其他費用將由客人退房前自行支付。
- Deadline for reservation on or before May 13, 2016 請於 2016 年 5 月 13 日或之前 預訂房間

Hotel confirmation: _____