



Hong Kong Arts Administrators Association
05-10 November, 2018

To: The Harbourview - Burton Lam

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RESERVATION FORM

Guest Name: : _____ No. of rooms : _____
 Arrival Date : _____ Arrival Flight : _____
 Departure Date : _____ Departure Flight : _____
 E-mail Address : _____
 Telephone No. : () _____ Fax No. : () _____

Room Type :	<input type="checkbox"/> Harbour View Room - Room with free WI-FI service only 05 November 2018 at HK\$800+10% service charge per room per night 06-10 November 2018 at HK\$ 1,700+10% service charge per room per night
	<p><u>Buffet Breakfast</u></p> Daily buffet breakfast at HK\$100 plus 10% service charge per person per meal <input type="checkbox"/> Yes, I will take <input type="checkbox"/> No, I will not take -Special breakfast rate is subject to advance reservation.
	<p><u>Shuttle Bus Service</u></p> - HK\$150 per person per way <input type="checkbox"/> Yes, I will take <input type="checkbox"/> No, I will not take

Guarantee Information

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:

Visa Master Diners Club JCB

Card Holder's Name : _____ Card Number : _____

Card Holder's Signature : _____ Expiry Date : _____

Hotel Remarks

- * Free WIFI internet access
- *Room will not be reserved if not guaranteed by a valid credit card.
- * Last minutes cancellation or amendment made within 14 days prior to the arrival or on day no-show, will charge one night accommodation.
- *All rooms are on a first-come-first-serve basis, confirmation of rooms & room type are subject to hotel availability.
- *All rooms and incidental charges incurred will be on guest's own account.
- *Deadline for reservation on or before October 05, 2018