



HOTEL RESERVATION ORDER FORM

Symposium Name : **HKU-School of Modern Languages and Cultures**
Guest Name : _____
Telephone Number : () _____ Facsimile Number : () _____
E-mail Address : _____
Arrival Date : _____ Arrival Flight : _____
Departure Date : _____ Departure Flight : _____
Room Type and No. of Room(s)
Required : _____

Validity: 07 Nov - 10 Nov 08 (early arrival or extension of stay will be subject to hotel availability)

**Standard Room at special daily HK\$800 Net*

Above rate is inclusive of 10% service charge and complimentary buffet breakfast (s) at Terrace Room Restaurant

for single or double occupancy on per room per night basis

Card No. : _____ Expiry Date : _____ Signature : _____

In order to secure room reservations, guarantee arrival by individual credit card is required upon reservation.

Penalty of one night room rental (each room) will be applied for any no-show or cancellation made after **27 Oct 08**.

Payment : All expenses are on guest own account and required to be settled on or before departure from hotel.

Room Privileges :

1. Complimentary daily morning newspaper, maid and linen service
2. In room Voice Mail System and coffee & tea set up
3. Free Wireless Broadband Connection
4. 10% discount on Terrace Room restaurant (*except festive promotion and banqueting*)
5. 10% discount on laundry & dry clean service
6. Free use of exercise room, reading room and outdoor swimming pool (Close in Winter)
7. Complimentary use of our house regular shuttle bus service to and from Admiralty, Central and Wanchai District (*first come first served basis*)

Remarks

1. All reservations are subject to hotel availability.

2. Reservation form should be submitted **on or before 20 Oct 08**, otherwise, room availability & room rate are subject to hotel situation and change without prior notice.

Please complete and return this form to Iman Foo, Senior Account Manager
Direct tel: 2842 2037 / fax : (852) 2526 6239 or email : iman@bishopleihtl.com.hk

HOTEL CONFIRMATION REPLY SLIP

Confirmed : Yes No Confirmation Number : _____

Confirmed by : _____

Bishop Lei International House

4 Robinson Road, Mid-Levels, Hong Kong

E-mail : inhouse@bishopleihtl.com.hk

Tel : (852) 2868 0828 Fax : (852) 2868 1551

Web-site : www.bishopleihtl.com.hk