



Booking Deadline:
13 December 2015

ROOM RESERVATION FORM
HOTEL JEN HONG KONG
2016 MDRT Experience and Global Conference
27 – 31 January 2016

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.

<u>Room Type</u>	
Superior Room	<input type="checkbox"/> HK\$1,050.00 per room per night (Including two daily buffet breakfasts)
**The room rates quoted above are subject to ten percent (10%) service charge	
<u>Add-On Items</u>	
Once booking is confirmed, unused portions of add-on items are non-transferable and non-refundable.	
<input type="checkbox"/> Hotel Limousine (4-seater)	HK\$820.00 net per car per trip (Between hotel and Hong Kong Airport)
	<input type="checkbox"/> Arrival <input type="checkbox"/> Departure
<input type="checkbox"/> Hotel Limousine (6-seater)	HK\$860.00 net per car per trip (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.	
<u>Special Request</u> (Subject to hotel's availability) (Please specify)	
<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 provided upon submission of the reservation form. Total room charges will be debited from the given credit card(s) upon confirmation of reservation.
- Any cancellation or postponement made after 21 Jan 2016 will be subject to one night's penalty to guest's credit card.
- Any cancellation and shorten of stay made after 24 Jan 2016 or no show will be subject to a penalty equal to the entire stay period and will be applied to guest's credit card.
- 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: _____

Hotel Jen Hong Kong
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