



**ROOM RESERVATION FORM (HKU081116)**

Booking Deadline:  
25 October 2016

**HOTEL JEN HONG KONG**  
**Asia-Pacific Landfill Symposium - APLAS 2016**  
**8-11 November 2016**

**PERSONAL PARTICULARS**

Guest Name Ms./Mrs./Mr. (Surname) \_\_\_\_\_ (First Name) \_\_\_\_\_  
 (Share Name if any) \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Arrival Date \_\_\_\_\_ Flight No. / ETA \_\_\_\_\_  
 Departure Date \_\_\_\_\_ Flight No. / ETD \_\_\_\_\_  
 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	Room Rate (per room per night)	Privileges
<b>Superior Room</b>	<input type="checkbox"/> HK\$900.00 (room only)	<ul style="list-style-type: none"> <li>• Welcome fruit</li> <li>• Free broadband internet access and Wi-Fi</li> <li>• Free local calls (except toll free and calling card charges)</li> <li>• Free access to rooftop swimming pool and gymnasium</li> <li>• Free access to PressReader via hotel Wi-Fi for global selection of titles</li> <li>• Free shuttle bus to/from <b>Hong Kong Station / IFC Mall</b> (subject to availability)</li> </ul>
	<input type="checkbox"/> HK\$1,000.00 with 1 daily buffet breakfast	
	<input type="checkbox"/> HK\$1,100.00 with 2 daily buffet breakfasts	
<b>Club Harbour View Room</b>	<input type="checkbox"/> HK\$1,300.00 (single occupancy)	<ul style="list-style-type: none"> <li>• Including all above privileges</li> <li>• Free club access for each paying guests (Breakfast/ Evening cocktails @ Club Lounge)</li> </ul>
	<input type="checkbox"/> HK\$1,400.00 (double occupancy)	
<b>Add-On Items</b>		
Once booking is confirmed, unused portions of add-on items are non-transferable and non-refundable.		
<input type="checkbox"/> <b>Hotel Limousine (4-seater)</b>	<b>HK\$820.00 per car per trip</b> (Between hotel and Hong Kong Airport)	
	<input type="checkbox"/> Arrival <input type="checkbox"/> Departure	
<input type="checkbox"/> <b>Hotel Limousine (6-seater)</b>	<b>HK\$860.00 per car per trip</b> (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.		
<b>Special Request</b> (Subject to hotel's availability)		
<input type="checkbox"/> Queen Bed <input type="checkbox"/> Twin Bed <input type="checkbox"/> Others (Please specify)		

**GUARANTEED RESERVATION & CANCELLATION POLICY**

- Above room rates are subject to ten percent (10%) service charge and prevailing government taxes if applicable.
- 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 amendment of stay made after **7 days prior arrival** or no show will be subject to a penalty equal to the entire stay period and will be applied to provided 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. 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: \_\_\_\_\_