



Booking Deadline:  
03 March 2015

**ROOM RESERVATION FORM**  
**HOTEL JEN HONG KONG**

2015 International Collaboration Meeting on Antarctic Survey Telescopes (AST3)  
8 – 12 March 2015

**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.

**Room Type**

**Superior Room**

- ☐ HK\$900.00 per room per night (Room only)  
☐ HK\$1,000.00 per room per night (Including one daily buffet breakfast)  
**\*\*The room rates quoted above are subject to ten percent (10%) service charge**

**Add-On Items**

Once booking is confirmed, unused portions of add-on items are non-transferable and non-refundable.

☐ **Hotel Limousine (4-seater)**

**HK\$780.00 net per car per trip** (Between hotel and Hong Kong Airport)

☐ Arrival ☐ Departure

☐ **Hotel Limousine (6-seater)**

**HK\$880.00 net per car per trip** (Between hotel and Hong Kong Airport)

☐ Arrival ☐ 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.

**Special Request** (Subject to hotel's availability)

(Please specify)

☐ Non Smoking ☐ Smoking ☐ Request Queen Bed ☐ Request Twin Bed ☐ 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 03 March 2015 will be subject to one night's penalty to guest's credit card.
- Any cancellation and shorten of stay made after 06 March 2015 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**

508 Queen's Road West, Western District, Hong Kong

Tel: (852) 2974 1234 Fax: (852) 2213 6961

Email: reservations.hjkh@hoteljen.com www.hoteljen.com

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12 January 2015

Ms. Anisia Tang  
HKU-Faculty of Science

**Remarks:**

- Extra bed (for one person) will be charged at HK\$350.00 (applicable extra bed / person charge) or its equivalent per bed per night, without breakfast and subject to ten percent (10%) service charge.
- Extra buffet breakfast will be charged at HK\$138.00 per person per meal and subject to 10% service charge.
- The room rates quoted above are subject to ten percent (10%) service charge, which is already listed in the chart.
- All rates are non commissionable and prevailing government taxes shall apply

**SPECIAL CONCESSIONS**

- Complimentary Wi-Fi Internet access throughout the entire hotel
- Complimentary shuttle bus to Hong Kong Station / IFC Mall
- Complimentary use of roof-top swimming pool & gymnasium
- Welcome fruit
- Complimentary tea & coffee making facilities in room
- Complimentary local calls (except calling card & toll free charges)

**CHECK-IN / CHECK-OUT TIMES**

Check-in time is 1400 hours on the day of arrival

Check-out time is 1200 hours on the day of departure

- Delegates who wish to occupy their guest room before 1400 hours must reserve the guest room for a night prior to the arrival date.
- Delegates who check out after the official check-out time of 1200 hours shall be charged for additional night under the daily room rate.

**RESERVATION**

Reservation Form will be provided by the Hotel; the Form will be uploaded and distributed by HKU-Faculty of Science. All reservations will only be confirmed when hotel receives the completed reservation form with credit card details submitted by guests.

HKU-Faculty of Science is required to upload a new reservation form if an adjustment to the room rate is made by Hotel for the following reasons: 1) after the stated deadline or 2) if the said room blockage per period of stay has been exceeded.

Guests are required to confirm their reservation on or before **Tuesday, 03 March 2015** through the reservation form.

