



ROOM RESERVATION FORM
HOTEL JEN HONG KONG

Booking Deadline:
27 November 2015

**11th Pacific Rim Conference on Stellar Astrophysics: Physics and Chemistry of
the Late Stages of Stellar Evolution**
13 – 18 December 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
Club Harbour View Room

- ☐ HK\$900.00 per room per night (Room with 1 breakfast)
☐ HK\$1,150.00 per room per night (Including Club Amenities for 2 persons)
****The room rates quoted above are subject to ten percent (10%) service charge. Additional Buffet Breakfast is at the supplement of HK\$100 + 10% service charge per person per day for Superior Room**

Add-On Items

☐ **Hotel Limousine (4-seater)**

☐ **Hotel Limousine (6-seater)**

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

HK\$820.00 net per car per trip (Between hotel and Hong Kong Airport)

☐ Arrival ☐ Departure

HK\$860.00 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 04 Dec 2015 will be subject to one night's penalty to guest's credit card.
- Any cancellation and shorten of stay made after 11 Dec 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
Expiry Date

☐ Diners

☐ JCB

Credit Card Number

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.hj@hoteljen.com www.hoteljen.com

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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 and on a per room per night basis.
- 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 **Friday, 27 November 2015** through the reservation form.



Anisia Tang

From: Rachel Chu <rachel.chu@hoteljen.com>
Sent: 29 April 2015 10:54
To: Anisia Tang
Subject: Hotel Jen Hong Kong - Club Benefits

Dear Anisia,

It was nice talking to you just now.

As per our conversation, kindly refer to the below Club Benefits for your further handing:







Club Lounge Privileges

Guests staying at our Club Room will enjoy a host of special privileges and benefits:

- * Private check-in and check-out at the Club Lounge on Level 28
- * Check-out as late as 3pm (**subject to availability**)
- * Full use of the Club Lounge
- * Complimentary buffet breakfast, evening cocktails and hors d'oeuvres
- * One set of suit pressing upon arrival
- * Daily international newspaper at the Club Lounge
- * Concierge service
- * Coffee, tea, juices and soft drinks during the day

Thank you for your attention.

Best Regards,

 **Rachel Chu**, Senior Sales Manager
Hotel Jen Hong Kong
508 Queen's Road West, Western District, Hong Kong
(852) 2213 6696 www.hoteljen.com
    



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