

**HOTEL RESERVATION FORM**  
**2018 1<sup>st</sup> Half MTR Academy Programme**  
MTR Corporation Limited (Kowloon Bay)

Attn: **Harbour Plaza Metropolis – Martin Chan** (Assistant Sales Manager)  
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**Please fill in BLOCK LETTERS and select the STAYING PERIOD:**

Name: Prof/Dr/ Mr/Ms (First name) \_\_\_\_\_ (Last name) \_\_\_\_\_

Name: Prof/Dr/ Mr/Ms (First name) \_\_\_\_\_ (Last name) \_\_\_\_\_

Contact No. : (Tel) \_\_\_\_\_ (Email) \_\_\_\_\_

Number of Rooms: \_\_\_\_\_ **Superior Room on Standard Floor** (app. 25 square meter with city view)

Selection (Please mark with "✓")	Room Rate	Programme Period	Programme Name	Reservation due Date
	<b>HK\$ 850</b>	19 – 23 March 2018	REP	23 February 2018
	<b>HK\$ 850</b>	27 – 29 March 2018	Thematic Programme (A)	02 March 2018
	<b>HK\$ 950</b>	09 – 13 April 2018	RPP - OM	16 March 2018
	<b>HK\$ 950</b>	23 – 27 April 2018	RPP - AM	30 March 2018
	<b>HK\$ 800</b>	07 – 11 May 2018	RTP	13 April 2018

*\*All of the above rates are subject to 10% service charge and prevailing government tax (if any) per room per night.*

Arrival Date: \_\_\_\_\_ Flight \_\_\_\_\_ Time \_\_\_\_\_

Departure Date: \_\_\_\_\_ Flight \_\_\_\_\_ Time \_\_\_\_\_

- Privileges:
- Free in-room wifi internet for 2 devices per 24 consecutive hours access
  - Welcome fruit upon arrival
  - Complimentary 2 bottles of distilled water (each 430ml) with daily replenishment
  - In-room coffee and tea making facilities
  - Free use of gym, sauna, outdoor swimming pool and Jacuzzi
  - Free shuttle bus between hotel and TST (Middle Road) from 7am to 11pm, every 20 minutes interval.

Special Request:      Queen Size Bed       Two Single Beds       Non-smoking       Smoking

- *Airport Transportation Services are available. Please contact us for more details if required.*

All Reservation Must Be Guaranteed By a Credit Card to Secure Room Space:      Visa       Master

Name on Credit Card: \_\_\_\_\_ Card No. : \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Signature: \_\_\_\_\_

**IMPORTANT NOTES:**

1. In case of any cancellation of room reservation made less than *21 days* prior to your expected arrival, one night room charge will be debited on your given credit card as penalty directly.
2. In case of any amendment or cancellation of room reservation made less than *7 days* prior to your expected arrival or no-show, 100% expected whole period of room charges will be debited on your given credit card as penalty directly.
3. Payment Method: All guests must settle all payments by cash or credit card upon departure.
4. Rates are **on a first-come-first-served basis**, applicable on **2 days pre and post of this event** and subject to hotel's availability.

**\*\*Hotel will send Confirmation within 3 working days\*\***