



**HOTEL RESERVATION FORM**

**Hong Kong Institute of Certified Public Accountants**

“ Cross-straits, Hong Kong and Macau Accounting Profession Conference on October 27, 2019 ”

Guest Name: (Last) _____ (First) _____  Mr / Mrs. / Ms	Arrival Date: _____	Departure Date: _____
Job Title: _____	Arrival Flight / ETA: _____	Departure Flight / ETD: _____
E-mail Address: _____	Telephone Number: _____	
<b>ROOM TYPE / ROOM RATE:</b>  <b>**Superior Room**</b> ( <input type="checkbox"/> Single / <input type="checkbox"/> Double / <input type="checkbox"/> Twin Occupancy )  <input type="checkbox"/> HK\$770.00 per room per night daily – For Room Only  <input type="checkbox"/> HK\$880.00 Room rate including <u>One</u> person buffet breakfast daily  <input type="checkbox"/> HK\$980.00 Room rate including <u>Two</u> persons buffet breakfast daily		Special Request: _____ _____ _____ _____
- The above room rates are <b>subject to 10% service charge</b> and is on per room per night basis. Rates are only for delegates attending the above conference. - The above room rates are applicable on <b>October 26-28, 2019</b> inclusive only. Any room requirement beyond the group dates will be subject to rate and room availability.		
<b>I / WE AGREE TO GUARANTEE THIS RESERVATION BY THE CREDIT CARD LISTED BELOW:</b> <input type="checkbox"/> VISA <input type="checkbox"/> MASTER  <b>Card Number:</b> _____ <b>Expiry Date:</b> _____  <b>Card Holder Name:</b> _____		
<b>*Remarks : Reservation to be confirmed by giving a valid credit card information for guarantee only</b>		
<b>TERMS AND CONDITIONS:</b> <b><u>Cancellation / No Show Policy</u></b> <b>All guaranteed reservations are non-refundable, non-transferable and could not be amended or cancelled, otherwise, whole period room rental will be levied in the event as a penalty.</b>  <b>Please return this form to us on or before <u>October 04, 2019</u> to our Sales and Marketing Department at fax number (852) 2311 9299 or e-mail <u>monica.wong@kimberley.hk</u>. All reservations will be subject to availability and confirmation will be notified by return fax /e-mail of this form.</b>		
<b>For Hotel Use Only:</b>  <b>Confirmation Number:</b> _____	<b>Confirmed By:</b> _____	<b>Date:</b> _____