

Attn.: Winnie Lo – Assistant Sales Manager
 Fax:(852) 2213 6998
 Event: 2010 Hong Kong International Media Conference

HOTEL RESERVATION FORM

Reservation is valid upon the confirmation of the hotel. For any queries or reservation, please contact us direct or return the reservation form by fax: (852) 2213 6998, or email: rsvn@hoteljen.com

Reservation Information (Must fill in all columns)

Guest Name	Mr/ Mrs/ Ms	Last Name _____	First Name _____
Contact Method	:	Telephone No. _____ () _____	Fax No. _____ () _____
	:	Email _____	
Number of Rooms	:	_____ Single Bed Room(s)	_____ Double Bed Room(s)
Share Room	:	Yes / No (Please fill in Name)	
Arrival Date	:	_____ Flight Details (Estimate time of arrival)	_____
Departure Date	:	_____ Flight Details (Estimate time of departure)	_____
Special Arrangement	:	<input type="checkbox"/> Smoking / <input type="checkbox"/> Non-Smoking Room <input type="checkbox"/> Disabled Room	
Room Rate	:	Standard Room <input type="checkbox"/> Standard Room at the daily rate of HK\$620net , with one daily breakfast and Wi-Fi internet in room <input type="checkbox"/> Extra breakfast at the rate of HK\$88 for Twin or Double sharing The above rate is inclusive of 10% service charge ** Privileges - Welcome drink upon arrival at Lobby Bar - Welcome Fruit - Complimentary use of Gymnasium - Complimentary local telephone calls (Except calling card & toll fee call charges) - Complimentary hotel shuttle bus to Airport Express Station & other attractions	
Payment	:	The payment of room charge and any incidentals charges incurred will be on guest's own account, must be settle upon departure.	
Reservations Guarantee	:	Credit Card with expiry date is required at the time of booking	
	:	Name of Card Holder _____	
	:	Credit Card No. _____	
	:	Expiry Date _____	
Cancellation Policy	:	Once hotel reservation was confirmed, the accommodation should not be cancelled, refunded and modified in any case on or after 11 April, 2010 . Otherwise, one-night room charge penalty will be levied. Reservation in advance is required and subject to availability.	

**Reservation
Deadline**
 11 April, 2010

Hotel Jen
仁民飯店

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