



**Hong Kong Metropolitan University - ICOIE 2024**  
**Date: 03 - 05 July 2024**

**Summit View Kowloon**  
**(No. 5 Man Fuk Road, Kowloon, Hong Kong)**  
[www.yhk.com.hk](http://www.yhk.com.hk)

Please complete this form and return to reservation department at Summit View Kowloon, via email: [summitview@yhk.com.hk](mailto:summitview@yhk.com.hk) **before 17 June 2024**. Should you have any queries, please feel free to call (852) 2700 1668.

**RESERVATION FORM**

Surname:	Mr / Ms / Mrs	First Name:	_____
Surname:	Mr / Ms / Mrs	First Name:	_____
Email:	_____		
Telephone:	_____	Fax:	_____
Arrival Date:	_____	Flight / Time:	_____ / _____ hrs
Departure Date:	_____	Flight / Time:	_____ / _____ hrs

**Room Rates**

No. of Room	Bedding Preference	Room Type (Non-smoking)	Daily Rates
_____	Twin	Deluxe Room (approx. 180sq.ft.)	HK\$580+10% service charge
_____	Twin	Grand Premier Room (approx. 250 sq.ft.)	HK\$680+10% service charge

**Benefit - Welcome Fruit , Free Local Call and Complimentary in-room Wi-Fi service**

The above room rate subject to 10% service charge per room per night, applicable to single or double occupancy. Room availability will be subject to confirmation from Summit View Kowloon.

**\*The registration (check-in) for each reserved room must be completed by an adult FEMALE guest who has reached the age of 18.**

**Payment**

All expenses on guest own account

**Cancellation Policy**

**- For amendment or cancellation, a written notification is required 7 days prior to arrival date; otherwise a penalty equivalent to the total room cost will be imposed onto given credit card. In case of no-show, the payment of total room cost will be debited to the given credit card.**

**Guarantee reservation**

Type of Card:	<input type="checkbox"/> Visa Card	<input type="checkbox"/> MasterCard
Card number:	_____	Expiry Date: _____ MM/YY
Name on Card:	_____	
Cardholder's Signature:	<u>X</u> _____	(Same signature on your card)

*All information is kept confidential and used only for the purposes as noted above.*

**FOR INTERNAL USE ONLY**

Confirm (Confirmation no. \_\_\_\_\_)       Not Confirm       Waiting List