

**The Third Conference on Open and Flexible Education
ICOFE 2016
(July 04 - 09, 2016)
The Open University of Hong Kong**

The Cityview 2016 Room Booking Form
(23 Waterloo Road, Kowloon, Hong Kong)

(To) Reservation Department / The Cityview

(Tel): 2783 3232 (E-mail) : rsvn@thecityview.com.hk

(Fax): 2771 5238

Name of Contact person: _____

Tel No: _____

Email address: _____

Fax No: _____

| | | | |
|---|---|-------------------------------|---|
| 填表日期 Date of application : | _____年(Y Y)_____月(M M)_____日(D D) | | |
| 入住者姓名 Guest Name(s) | <input type="checkbox"/> 先生 Mr. 姓 <input type="checkbox"/> 女士 Ms. Family name: | 名 Given name: | |
| 信用卡持咭人名稱 Credit card holder's name | 信用卡號碼 Credit Card Number | _____ - _____ - _____ - _____ | |
| 信用卡到期日 Credit Card Expiry date | 月 年 | 房間數目 : Number of Room(s) | 特別要求 : Special Request |
| 入住日 Check-in date | 退房日 Check-out date | | |
| Room Type | Room Rate | | Benefits |
| Economy | <input type="checkbox"/> HK\$620.00 (Room Only) Rate is <i>inclusive of 10% service charge</i> per room per night | | - Free Wifi access & Free local telephone calls - Free use of gymnasium room (subject to opening hour) |
| Transportation (Optional) <input type="checkbox"/> YES <input type="checkbox"/> NO | | Arrival flight details : | |
| * One way airport shuttle bus transfer rate at HK\$140 per person, advance reservations with arrival flight details information is required. Please approach to "B01" counter at the Arrival Hall, Hong Kong International Airport for transfer. | | | |
| Payment Method: <input type="checkbox"/> Guest Own Account <input type="checkbox"/> All/ Room expenses on company account <input type="checkbox"/> Others: _____ | | | |

Important Note:

- All reservation request forms must be received by us on or before [June 24, 2016](#).
- Please send this form, either by e-mail or by fax directly to Reservations department/ The Cityview
Address: 23 Waterloo Road, Kowloon, Hong Kong
Tel: (852) 2783 3232 Fax: (852) 2771 5238 or E-mail: rsvn@thecityview.com.hk
Tel: (852) 2783 3202 Fax: (852) 2771 5238 or E-mail: vivianwong@thecityview.com.hk
Attention: Vivian Wong – Account Manager Website: <http://www.thecityview.com.hk>
- All reservations, room rates are subject to availability.
- All expenses are on guest own account
- All bookings should be guaranteed by guest credit card.
- Card holder agreed to charge credit card one night room rental if the guest no-showed on the expected arrival day or cancellation / amendment is NOT notified in writing to the hotel **7 days** prior to arrival day.
- In case of No show or Late Cancellation, a penalty charge which is equivalent to 1 night's room rental will be levied

ROOM BOOKING CONFIRMATION

(we will contact you through e-mail if email address is provided)

(FOR HOTEL USE)

-confirmation number:

Your Room booking request has been confirmed accordingly to the above request. Have a pleasant trip to Hong Kong.

Confirmed By :

Name : _____

Date : _____

**Form updated on May 17, 2016

