



STANFORD HOTEL

仕德福酒店

RESERVATION REQUEST FORM

(Inaugural International Conference on Open and Flexible Education)

UNIVERSITY RESEARCH CENTRE OF OPEN UNIVERSITY OF HONG KONG

(Conference Date: 16 – 17 January 2014)

Name : Mr/Ms/Mrs (First name) _____ (Last name) _____

Mr/Ms/Mrs (First name) _____ (Last name) _____

Contact: (Tel) _____ (Fax) _____ (Email) _____

Room Rate : Standard Room at **HK\$890.00*** for Single/Double occupancy on 15 – 17 January 2014
Standard Room at **HK\$1,070.00*** for Single/Double occupancy on 17 – 18 January 2014

**Rate is inclusive of 10% service charge per room per night*

Buffet Breakfast : HK\$80.00 per person per meal

No. of Room required : _____ Conference Registration No (if any) : _____

Special Request : Double Bed Twin Bed Non-Smoking Smoking

Arrival Date : _____ Arrival Flight/Time _____

Departure Date : _____ Departure Flight/Time _____

Transportation :

◆ Hotel Limousine Arrival Departure Round Trip (HK\$550 per car per trip)

◆ Airport Shuttle # Arrival Departure Round Trip (HK\$90 per person per trip)

#Shuttle bus arrangement is provided based on a fixed time schedule; it is subject to change without prior notice.

Booking Guaranteed By : Amex Visa Master Diners Deposit by Bank Draft

Credit Card No.: _____ Expiry Date: _____

Name of Card Holder : _____ Signature : _____

****3rd party credit card information is NOT accepted by the Hotel**

Notes :

1. Please put a "✓" in the appropriate box.
2. All bookings must be guaranteed by a credit card or a bank draft of one night room charge. Otherwise, room space will be released without prior notice.
3. One night room charge will be applied as penalty if cancellation or amendment could not be notified by writing to the hotel 7 days prior to arrival date.
4. Each reservation request form must be submitted to Stanford Hotel **on or before 24 December 2013.**
5. All reservations and requests must be made in advance and are subject to space availability and hotel confirmation. The above room rates may not be applied to any late reservations.

Please return to: Ms. Tammy Chan, Sales Executive

STANFORD HOTEL, 118 Soy Street, Mongkok, Kowloon, Hong Kong.

Tel: (852) 2313 7015

Fax: (852) 2721 7511

Email: sales2@stanfordhotel.com

HOTEL USE ONLY

CONFIRMED

WAITING LIST

NOT CONFIRMED

By _____

Date _____

Remarks : _____

STANFORD HOTEL HONG KONG

118 Soy Street, Mongkok, Kowloon, Hong Kong

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