

Last Reservation Date
20 April 2016

HOTEL RESERVATION FORM
ASIAN VENTURE PHILANTHROPY NETWORK
Conference on **22 – 25 May 2016**

At The Hong Kong Polytechnic University

Attn: Harbour Plaza Metropolis – Winnie Li (Sales Executive)

Fax: (852) 3160-6988 Tel: (852) 3160-6821 Email: winniel2@harbour-plaza.com

Harbour Plaza Metropolis, 821 guest rooms and suites are designed for guests who expect discreet luxury and modern functionality. Convenient location next to The Hong Kong Polytechnic University, direct access within walking distance. Hotel recreation: gym, sauna, Jacuzzi, outdoor swimming pool and spa & massage services. For dining, the hotel has four outstanding harbour view restaurants and bar serving International, Japanese and Chinese cuisine.

Please fill in BLOCK LETTERS:

Name: Prof./Dr/ Mr/Ms (First name) _____ (Last name) _____

Prof./Dr/ Mr/Ms (First name) _____ (Last name) _____

Contact No. : (Tel) _____ (Fax) _____ (Email) _____

Number of Rooms: _____ **Superior Room on Standard Floor** at HK\$1,000 nett per room per night

Privileges: In-room Internet access (wired/wifi) for a max. of 2 devices per day
 Welcome fruit upon arrival
 Complimentary 2 bottles of distilled water (each 430ml) with daily replenishment
 Daily newspaper (English/Japanese/Chinese)
 In-room coffee and tea making facilities
 Free use of gym, sauna, outdoor swimming pool and Jacuzzi

**The above rate is inclusive of 10% service charge and 10% commission to Global Cynergies, LLC per room per night.*

Special Request: Queen Size Bed Two Single Beds Non-smoking

Arrival Date: _____ Flight _____ Time _____

Departure Date: _____ Flight _____ Time _____

Breakfast: () Daily buffet breakfast at The Promenade at HK\$130 plus 10% service charge per person per meal.

Airport Shuttle: Shuttle bus – HK\$140 per person per trip to/from Airport and Hotel Arrival Departure

Hotel Limousine: Limousine – HK\$650 per car per trip to/from Airport and Hotel Arrival Departure
 (An additional service charge of HK\$150 per trip will be applied if the limousine service is between 0000hrs and 0600hrs. In the event of no-show or cancellation given less than 3 hours prior to the expected arrival time, full charges will be applied.)

* Please approach Hotel Pick-up counter at “B05a” for the transportation service in the Airport

Booking Guaranteed By: Visa Master

Name on Credit Card: _____ Card No. : _____ Expiry Date : _____

Date of Application: _____ Signature : _____

IMPORTANT NOTES:

1. In case of any amendment or cancellation of room reservation made less than 21 *days* prior to your expected arrival, one night room charge will be debited on your credit card as penalty directly.
2. In case of any no-show, amendment or cancellation of room reservation made less than 14 *days* prior to your expected arrival, whole period of room reserved will be debited on your credit card as penalty directly.
3. Payment Method: All guests must settle all payments by cash or credit card upon departure.
4. Rates are **on a first-come-first-served basis**, applicable for **2 days pre and post of this event** and subject to hotel’s availability. If the requested room category was fully occupied, hotel will advise the availability of other room types, the booking only confirmed once you receive the official confirmation from Harbour Plaza Metropolis.

****HOTEL WILL REPLY YOU WITHIN 3 WORKING DAYS****