



STANFORD HOTEL

仕德福酒店

RESERVATION REQUEST FORM

(The Third International Conference on Open and Flexible Education (ICOFE 2016))

THE OPEN UNIVERSITY OF HONG KONG

(Conference Date: 06 – 08 July 2016)

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\$580.00*** for Single/ Double Occupancy on 04 - 09 July 2016 (05 nights)
*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\$600 per car per trip)

◆ Airport Shuttle # Arrival Departure Round Trip (HK\$130 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 JCB 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 07 days prior to arrival date.
4. Each reservation request form must be submitted to Stanford Hotel **on or before 06 June 2016 (Mon)**.
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. Fiona Lam, 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

UNABLE TO CONFIRM

By _____ Date _____

Remarks : _____

STANFORD HOTEL HONG KONG

118 Soy Street, Mongkok, Kowloon, Hong Kong

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