

**Reservation Form**

Please use one form for each reservation and fill in all information

***The 4<sup>th</sup> International ARCHITECTURE Conference with AWARDS - S.ARCH: 7-9 June 2017***

Guest Name: (Last) (First) Mr / Mrs / Ms	Arrival Date:	Departure Date:
Job Title: Company Name:	Arrival Flight / ETA:	Departure Flight / ETD:
Telephone Number : Facsimile Number :	e-mail address : Marriott Rewards Number:	
<b>ROOM TYPE / RATE:</b> <b>Deluxe City View Room ( King Bed Only ):</b> <input type="checkbox"/> HK\$950.00 (Room only) <input type="checkbox"/> HK\$1,050.00 (With 1 buffet breakfast daily) <input type="checkbox"/> HK\$1,150.00 (With 2 buffet breakfasts daily)	Special Request: <input type="checkbox"/> Non-smoking <input type="checkbox"/> Smoking <input type="checkbox"/> Others: <i>* Check In: after 2:00pm / Check Out: 12:00 noon</i>	
Please arrange Limousine service: (If required) (4-seat) at HK\$800 net (1-way) (7-seat) at HK\$900 net (1-way) Arrival <input type="checkbox"/> Departure <input type="checkbox"/> Arrival <input type="checkbox"/> Departure <input type="checkbox"/> <i>*The above prices are subject to change without prior notice.</i>		
<p><i>* The above room rates are <b>subject to 10% service charge</b>, applicable to both single and double occupancy and includes complimentary use of high speed internet access (wired/wireless).</i></p> <p><i>* The special group rate may be adjusted to our Best Available Rate should all rooms be sold out within the room block.</i></p> <p><i>* Rates are only for delegates attending the above conference.</i></p>		
<b>I / WE AGREE TO GUARANTEE THIS RESERVATION BY THE CREDIT CARD LISTED BELOW:</b>		
<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTER <input type="checkbox"/> DINERS <input type="checkbox"/> Others: _____		
Card Number: _____		Expiry Date: _____
<b>* Remarks : Reservation to be confirm by giving valid credit card information for guarantee</b>		
<b>TERMS AND CONDITIONS:</b>		
<b><u>Cancellation/No Show Policy</u></b>		
Please note a "no show" charge of ONE NIGHT will be automatically charged to guest's credit card, should the guest fail to arrive on the confirmed arrival date. In the event that the guest is a "no show" for the whole reservation period, the hotel will charge the guest's credit card for the <b>entire period</b> .		
Any cancellation or amendment is required <b>on or before April 7, 2017 (Friday)</b> , otherwise the guest will be charged for full duration of stay.		
Please return this form to us on or before <b>April 7, 2017</b> to our Reservations Department at fax number <b>(852) 3717-8288</b> or e-mail <a href="mailto:cy.hkgcy.reservation.sales.supv@courtyard.com">cy.hkgcy.reservation.sales.supv@courtyard.com</a> . Reservations will be subject to availability and confirmation will be notified by return fax of this form.		
<b>FOR HOTEL USE ONLY:</b>		
Block Code: "IC6"      Sales : PC	Confirmed By:	Date:
Confirmation No.		
Remarks :		