



MARCO POLO

ACCOMMODATION RESERVATION FORM

**** Reservations should be made on or before 7 April 2017 ****
“International Serum Industry Association Group”
27 April – 08 May 2017

To	From
Ms Niki Yeung	Name :
Telephone : (852) 2113 3213	Company :
Fax : (852) 2113 0038	Telephone :
E-mail : niki.yeung@marcopolohotels.com	Fax :
	Email :

New Booking

Amendment

Cancellation

<u>Hotel</u>	<u>Room Type</u>	<u>Special Room Rate (HK\$)</u>
Marco Polo Hongkong Hotel	Deluxe Room on standard floor	<input type="checkbox"/> HK\$ 1,600 + 10% (One breakfast inclusive)
		<input type="checkbox"/> HK\$ 1,780 + 10% (Two breakfasts inclusive)
	Deluxe Harbour View Room on standard floor	<input type="checkbox"/> HK\$ 2,100 + 10% (One breakfast inclusive)
		<input type="checkbox"/> HK\$ 2,280 + 10% (Two breakfasts inclusive)

Reservation details:

1st Guest Name : _____ (Mr / Ms) 2nd Guest Name : _____ (Mr / Ms)

Position : _____ Position : _____

Check-in Date : _____ Arrival Flight : _____ ETA: _____

Check-out Date : _____ Departure Flight : _____ ETD: _____

Room Preference : Smoking Non-smoking King/ Queen bed Twin beds

3rd Person : Additional HK\$580+10% for the 3rd person per room with extra bed and breakfast

Supplement 3rd Guest Name: _____ (Mr / Ms)

Airport Transfer : 1. Limousine (Mercedes Benz, Suggested: 2 passengers with luggages)
 HK\$ 800 net per car per trip (*Please select: Arrival / Departure*)
 No pick up is required
Advance reservation with flight details must be required. (Surcharge will be applied for arrival flight ETA or departure time from hotel during 00:00am - 05:59 am, charge amount per trip to be confirmed before placing booking.)

2. Shuttle Bus
 HK\$ 140 net per person per trip (*Please select: Arrival / Departure / Round Trip*)
 No pick up is required
Flight details are suggested to provide for hotel's reference.

Reservation Guarantee:

Credit Card Type : American Express / VISA / MasterCard / JCB Card Holder's name : _____

Credit Card No. : _____ Expiry Date : _____

Signature : _____ Date : _____

Privileges:

- * Welcome fruits on first night to all guests
- * Complimentary daily English local newspaper
- * Coffee/tea making facility and mini-bar in room
- * A smartphone with unlimited local calls, international calls to China, Philippine, Japan, United States & United Kingdom and 3G mobile internet with Wi-Fi Hotspot
- * Complimentary local calls
- * Complimentary distilled water for entire stay
- * Complimentary WIFI in guest room



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**** Reservations should be made on or before 17 March 2017 ****
“International Serum Industry Association Group”
27 April – 08 May 2017

Remarks:

1. Rates are subject to 10% service charge and prevailing tax (if any) per room per night.
2. Rate is only available for “International Serum Industry Association Group” during 27 April – 08 May 2017.
3. Hotel rooms are available for guest check-in after 15:00, unless reservations are made for the previous day.
4. **A credit card guarantee is required at the time of placing the reservation.**

Period Prior to Expected Arrival	<u>Number of room night can be cancelled without penalty</u>
Between date of reservation made and 01 March 2017	Entire period
On or between 02 March 2017 and 15 March 2017	Maximum one room night
On or between 16 March 2017 and Arrival	No Cancellation

Any cancellation on or between 16 March 2017 and Arrival or no show will be subject to 100% penalty of total room revenue on the credit card.

5. For any reservations request received after **17 March 2017**, the group room rate will be subject to hotel's availability.
6. Request for special bed types must be made in advance and subject to hotel's availability.
7. All expenses will be on the guest's account and to be settled upon departure.
8. For more information, please visit our hotel website at www.marcopolohotels.com .

For Hotel Use Only

The hotel hereby confirms this booking. Please find the following confirmation number for your record: _____