

**ACCOMMODATION FORM****Queen's University Re-Convocation Ceremony and Gala Dinner Group****(Group Code: IR0)****18 - 22 May 2017****THE RITZ-CARLTON**  
HONG KONGPlease return before **Thursday, 20 April 2017** via e-mail to **rc.hkgkw.reservations@ritzcarlton.com**

Phone: (852) 2263 2100 Fax: (852) 2263 2102

**BOOKING DETAILS**

Last Name (Mr/Mrs/Ms): \_\_\_\_\_ First Name: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Flight: \_\_\_\_\_ Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Flight: \_\_\_\_\_ Time: \_\_\_\_\_

**GUEST DETAILS**

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**PLEASE RESERVE****Deluxe Room at HKD2,600 with one (1) daily buffet breakfast**

\* Please note above room rates are subject to 10% service charge per room per night.

\* Above room rates are per room per night and subject to availability at time of confirmation

Preference: ☐ Smoking ☐ Non-Smoking ☐ One King ☐ Two Double Beds

Remarks: \_\_\_\_\_

**TRANSPORTATION ARRANGEMENTS (TO AND FROM AIRPORT)**Tesla Model S: HKD 1,100nett per trip ☐ Pick up ☐ Drop off ☐ Round TripMercedes Benz S350: HKD 1,300nett per trip ☐ Pick up ☐ Drop off ☐ Round TripToyota Alphard (7-seater): HKD 1,500nett per trip ☐ Pick up ☐ Drop off ☐ Round Trip

\* Upon arrival at the Hong Kong International Airport, **please exit through arrival Hall B after customs clearance baggage collection**. In the unlikely event that our Airport Representative is unable to be located, please proceed to The Ritz-Carlton Welcome Desk located in Arrival Hall B counter number B05 **OR** contact our Airport Representative on telephone (852) 6119 2436 for assistance.

**RESERVATIONS GUARANTEE**

Please provide your credit card details to guarantee this reservation (\*card must be valid through Oct 2017)

☐ American Express ☐ Diners Club ☐ JCB ☐ MasterCard ☐ Visa

Name of Card Holder: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

**TERMS & CONDITIONS:**

- ◆ Reservations will only be confirmed when the individual's credit card details are provided.
- ◆ Reservation may be cancelled or amended without penalty up until Thursday, 20 April 2017 with written notification.
- ◆ Any cancellation made as of Friday, 21 April 2017 will be charged for the full duration of the original booking.
- ◆ Check-in time is 2:00 pm. Check-out time is 12:00 noon. If late check-out is required, 50% of the applicable room rate will be charged.
- ◆ A full night's rate per room will be charged for late check-out after 6:00 pm.
- ◆ In the event guest is "No Show" on arrival date, it will be deemed a cancellation and the full room rate will be charged.
- ◆ In the event of early check-out or shortened stay, the full duration of the original booking will be charged.
- ◆ Above rates are only applicable for 18 - 21 May 2017. Please check with hotel for rates that are not included in the said period.
- ◆ Early arrivals and extensions of stay will be subject to availability of room category and the "Best Available Rate" shall apply at time of reservation

Reserved by: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

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