



STANFORD HOTEL

仕德福酒店

Revised II

RESERVATION REQUEST FORM

International Conference on Open and Flexible Education (ICOFE 2015)

THE OPEN UNIVERSITY OF HONG KONG

(Date: 15 – 18 July 2015)

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\$1,100.00* for Single/Double occupancy

**Rate is inclusive of 10% service charge per room per night*

Buffet Breakfast : HK\$80.00 per person per meal

No. of Room required : _____

Special Request : Double Bed Twin Bed Non-Smoking Smoking

Arrival Date : _____ Arrival Flight/Time _____

Departure Date : _____ Departure Flight/Time _____

Transportation :

- ◆ Airport Shuttle Bus Service(HK\$120.00 per person, single trip)
 - Arrival Departure Round 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 Diners Deposit by Bank Draft

Credit Card No.: _____ Expiry Date: _____

Name of Card Holder : _____ Signature : _____

****Reservation will NOT proceed without valid credit card information**

****3rd party credit card information will 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 Hong Kong **on or before 08 July 2015 (Wed)**. 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.
5. All Expenses are on guest own account.

Please return to: Ms. Sharon Siu, Sales Coordinator

STANFORD HOTEL, 118 Soy Street, Mongkok, Kowloon, Hong Kong.

Tel: (852) 2313 7032 Fax: (852) 2721 7511 Email: sales3@stanfordhotel.com

HOTEL USE ONLY

Confirmation Number # _____

By _____

Date _____

Remarks : _____

STANFORD HOTEL HONG KONG

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