

The 1st International Conference on Biometric Authentication 2004 on July 14-17, 2004
Organized by Department of Computing, The Hong Kong Polytechnic University



Room Reservation Form for On-Campus Accommodation
PolyU Student Hall

For Official Use Only

S/N.: _____

Please fax the completed form to (852) 2774 0842

To: Ms. Rosa Kwan, General Office, Department of Computing; *Email:* csrosa@inet.polyu.edu.hk

Please fill in **BLOCK LETTER**

PolyU Student Hall (Student Hostel)

1. **Name:** Prof./Dr./ Mr / Mrs./ Miss* _____
 (* delete where in appropriate) (Surname) (Given Name) Position

Office Tel.: _____ Mobile: _____ Fax: _____ Email: _____

Arrival Date & Time: _____ Departure Date & Time: _____

Gender : * Male / Female _____ Room Type (see Para. 4 (i)) : ? Double Occupancy / ? Single Occupancy
 (* delete where in appropriate) (put " v " in appropriate box)

2. The length of our standard beds is 80" (203cm). Some extra long beds of 90" (228cm) are available upon special request.

I need ____ extra long beds.

3. Payment means:

Payment upon check-in by the guests. (We accept Credit Card, Bank Draft or Cash).

4. Room rate, payment terms and room conditions

i. Every room is provided with 2 single beds. Higher rate will be charged for single occupancy.

ii. We use a progressively decreasing room rate system :

	Double Occupancy (per person per night)	Single Occupancy (per person per night)
1 st – 7 th night	HK\$120	HK\$200
8 th – 14 th night	HK\$110	HK\$170
15 th night onward	HK\$90	HK\$140

iii. The guests should settle the fee by bank draft (payable to "The Hong Kong Polytechnic University") / Credit Card / Cash upon check-in;

iv. The daily room rate covers:

- lodging fee, bedding and basic bathroom consumables, free air-conditioning and internet connection;
- cleaning service (on every alternate day) and replacement of towels/bed linen (once every four days).

v. The room rate settled for the confirmed residential period upon or after check-in is non-refundable.

vi. Charges for setting the Function Rooms will be quoted based on the particulars of the request.

vii. Given the design of two adjoining rooms sharing a communal washroom and shower facility, the guests shall be required to share these provisions/facilities with guests in the adjoining room. Also in this connection, two guests (over 10 years old) of opposite sex cannot be accommodated in the same room.

viii. Check-in time is 14:00 and check-out time is 12:00 noon in normal circumstances.

ix. The guest(s) shall be responsible for their personal belongings on the hall premises, and be liable for the loss of or damage to the key-card, Guest Card or any inventory items in the room assigned.

x. No smoking is allowed in the indoor area of the hall premises.

xi. The Hall Management Section of SAO maintains the authority to adjust the room rate, terminate the booking or residence at three days' prior notice and make necessary amendments to the Conditions as deemed appropriate.