



The Royal Garden

Kowloon, Hong Kong

(SUBSIDIARY OF SUN HUNG KAI PROPERTIES LTD.)

ROOM RESERVATION / CONFIRMATION FORM

To : The Royal Garden
Attn : Ms Brenda Fung
From : The Hong Kong Polytechnic University – Department of Computing
Sub : **The Third Int'l Conference on Image & Graphics 2004 (ICIC 2004) 18-20 December 2004**

Reservations: (852)2733 2828
Facsimile: (852) 2311 9045 Telephone: (852) 2733 2051

Name of Guest : Mr/Ms _____ (First Name) _____ (Surname)
Mr/Ms _____ (First Name) _____ (Surname)

Arrival Date : _____ (mm/dd/yy) Departure Date : _____ (mm/dd/yy)
Arrival Date : _____ (mm/dd/yy) Departure Date : _____ (mm/dd/yy)

Room Type : _____ No. of Room(s) : _____
Standard Room : _____ King Bed / Twin Bed / Smoking / Non-smoking

Room Rate : **HK\$600.00** *(The above is subject to 10% service charge and 3% government tax and based on the room availability)*

Breakfast : _____ **HK\$110.00 nett** *The above rate is inclusive of 10% service charge

Airport : Limousine : ☐ * HK\$430.00 per car per trip Flight No: _____
Transportation : Shuttle Bus : ☐ * HK\$120.00 per pax per trip Arr Time: _____
* Please “√” if applicable.

Payment : On guest's own account

Credit Card Details : Name of Card Holder : _____
Credit Number : _____
Expire Date : _____ (mm/yy)

Visa ☐ Master ☐ AMEX ☐ Other: _____
* Please “√” if applicable.

Privileges : - Welcome fruit basket
- Daily newspaper
- Complimentary use of sky pool, gym, sauna and Jacuzzi
- Complimentary use of in-room tea/coffee making facilities

For Non Guarantee Reservation, room will be released automatically after 18:00hrs.

For Guaranteed reservation, there is any late cancellation less than 48 hrs prior of the arrival date or no-show; one night room charge will be subject according to the hotel policy.

Contact Person Information

Tel: _____

Fax: _____

Email: _____

Confirmed by
The Royal Garden

Brenda Fung
Senior Sales Manager
Date: _____