

The Hong Kong Institute of Chartered Secretaries
香港特许秘书公会
11 - 16 November 2019 二零一九年十一月十一日至十六日
Booking Form 预订表格

To 给: Harbour Grand Hong Kong – Mr. Raymond Choy, Assistant Director of Sales – Corporate
港岛海逸君绰酒店- 蔡庆辉先生, 助理营业总监-商务客户

Dir tel 电话号码: (852) 2121 2674 Dir fax 传真号码: (852) 2121 2696

Email 电子邮件: raymondc2@harbourgrand.com

Please make the following reservation by completing required information at below:
请填写以下所需信息进行预订:

Surname 姓 (as same as passport):	(Mr. / Mrs. / Ms.)	First Name 名:	
Date of birth 出生日期:	(DD-MM-YY)	Country base: 国籍:	
Telephone 电话号码:		Email 电邮:	
Check-in Date 入住日期:		Arrival Flight / Time 抵港航班:	
Check-out Date 退房日期:		Departure Flight / Time 离港航班:	
Transportation: 交通安排:	Hotel Limousine 酒店豪华房车	7-Seater 酒店七座位豪华房车	Airport Shuttle Bus 机场穿梭巴士
Arrival 抵港	HK\$880 per car 每程	HK\$980 per car 每程	(07:00-23:00)- HK\$170 per person 每人
Departure 离港	HK\$880 per car 每程	HK\$980 per car 每程	(05:50-21:50)- HK\$170 per person 每人
Round 来回	HK\$1,600 per car 来回	HK\$1,800 per car 来回	HK\$340 per person 每人

- MTR Airport Express (AEL) Shuttle Bus service from/to AEL Honk Kong Station is route H4 (operated for 06:12 - 23:12)
港铁机场快线 (AEL) 往返香港站的穿梭巴士服务是 H4 号线 (运营时间为 06:12 - 23:12)
- There is a surcharge of HK\$150 per car per trip for limousine & 7-seater Van service between 24:00 hrs and 06:00 hrs.
24 小时至 06:00 之间, 豪华房车和 7 酒店七座位豪华房车服务每辆车每程额外收费 150 港币
- For transportation assistance, please take the exit to "Arrival Hall B" after clearing Customs and proceed to the "Harbour Plaza Counter B05a" located at Arrival Level)
如对交通安排有任何协助, 请于清关后到出口 "到达大厅 B", 然后前往位于到达层的 "海港广场柜台 B05a"

Room Types 房间类型		Daily Rate included with internet & daily buffet breakfast(s) 每日房价(包含互联网上和每日自助早餐)			
Normal Floor (7-32/F)					
Superior Harbour View Room 高級海景客房		二零一九年十一月十一至十二日(2 晚) HK\$1,350+10% per room for One person(含一早) 二零一九年十一月十三至十五日(3 晚) HK\$1,950+10% per room for One person(含一早)			
	King Bed 大床	Twin Bed 雙床	Smoking floor 吸煙層	Additional daily breakfast at HK\$130+10% per meal 每日額外早餐 HK\$130+10%每餐	
Remarks 备注:	- Official Check-in Time and Check-out Time are 14:00 and 12:00 respectively 官方登记入住时间和退房时间分别为 14:00 和 12:00 - Confirmation of bedding and non-smoking floor are subject to hotel availability 床型和非吸烟楼层的确认视酒店供应情况而定				
Other Privileges: 其他礼遇:	- Free local calls and complimentary daily local newspaper 免费拨打本地电话和每日免费当地报纸 - Complimentary shuttle bus service to / from Causeway Bay - HK Station and North Point - Taikoo Shing 往返铜锣湾 - 香港站和北角 - 太古城免费班车服务				
Guarantee 房間擔保:	Credit Card Holder Name 信用卡卡主名字:				
	Credit Card Type / Number 信用卡卡號:				
	Expiry Date 有效日期:				
*** Booking will not be processed without credit card details for guarantee purpose 出于担保目的, 如果没有信用卡详细信息, 将不会处理预订					



HARBOUR GRAND

HONG KONG

Harbour Grand Hong Kong Limited

23 Oil Street, North Point, Hong Kong

(MTR Fortress Hill Station, Exit A)

Tel +852 2121 2688 Fax +852 2121 2699

www.harbourgrand.com

Payment: 费用:	All room charges and incidental expenses will be settled by individual guest upon his / her departure. 所有房费和杂费将由个人客人在离开时结算
Cancellation: 取消	In case of any cancellation or amendment, please inform to the hotel on or before 28 October 2019 (HK Time) to avoid cancellation penalties. Any late cancellation / no show due to flight cancellation will only be accepted if the flight detail is provided to hotel at time of reservation. We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error. 如有任何取消或修改，请于 2019 年 10 月 28 日（香港时间）或之前通知酒店，以避免罚款。如果在预订时向酒店提供航班详情，则仅接受因航班取消而导致的任何延迟取消/未入住。如果客户出现欺诈或不当活动，或者在预订中包含或由于错误或错误而导致的其他情况下，我们保留取消或修改预订的权利。
Deadline: 期限:	Room confirmation & special rates are subject to availability for all reservations by 11 October 2019 (HK Time) to Please forward your request to Mr. Raymond Choy either by email or fax as stated above. 2019 年 10 月 11 日（香港时间）之前所有预订的客房确认和特价均需视情况而定。如上所述，请通过电子邮件或传真将您的请求转发给 Raymond Choy 先生。
Confirmation: 确认号码:	