



# THE LANGHAM

Hong Kong

## **Room Reservation Form** **for Centre for Management Technology (June 9 – 11, 2010)**

Attention: Tammy Wong, Catering & Conference

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\*Please use one form for each reservation and fill in ALL information **on or before May 7, 2010 (Friday)**

### **Personal Information:**

Name: \_\_\_\_\_ (Last Name) \_\_\_\_\_ (First Name)  
 Passport Number: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Company: \_\_\_\_\_

### **Booking Details**

Room type : **Classic Room**  
 Room rate : HK\$1,350 per room per night *(Rate is subject to 10% service charge)*  
 Daily Buffet Breakfast Benefit :  HK\$160 plus 10% service charge per person per day  
 : - Complimentary use of the outdoor swimming pool  
 : - Complimentary use of the 24-hour Health Club  
 : - In-room coffee / tea making facilities  
 : - In-room wired & wireless Internet access  
 Arrival date : \_\_\_\_\_ Departure date : \_\_\_\_\_  
 Number of room : \_\_\_\_\_ No of guests : \_\_\_\_\_ per room  
 Preference :  King Bed  Twin Bed  Smoking  Non smoking

### **Guarantee Details (Booking made without guarantee details will NOT be processed)**

Name on Cardholder : \_\_\_\_\_  
 Type of Card :  Visa  Master  Amex  Others (please specify) \_\_\_\_\_  
 Credit Card Number : \_\_\_\_\_ Expiration Date : \_\_\_\_\_

### **Other Arrangement**

Airport Pick Up:  Required  Non Required

Transportation Rates:  HK\$770net (4-seater Limousine)  HK\$1,210net (20-seater Coach)  
 HK\$1,559net (40-seater Coach)  HK\$1,053net (Luggage Truck)

Flight Details Flight Numbers: \_\_\_\_\_ ETA: \_\_\_\_\_

### **Note:**

For the pick-up, kindly proceed to the Langham Hotels International Counter, Booth No: B15 located at the Arrival Hall B after baggage claim and customs, where the counter hotel staff will assist you. Kindly inform our staff that you are holding a room reservation at The Langham, Hong Kong.

### **Cancellation Policy:**

72 hours prior to the arrival date, that is, **June 6, 2010** otherwise, one night room charge plus 10% service charge will apply for any no show or late cancellation and to debited to the above credit card.