



eLearning Forum Asia 2013

ROOM RESERVATION FORM

Please ☒ the appropriate box and fill in with BLOCK letters.

Confirmation Number: _____ (to be filled out by NTT)

| | | |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> NEW RESERVATION | <input type="checkbox"/> AMENDMENT | <input type="checkbox"/> CANCELLATION |
|---|------------------------------------|---------------------------------------|

I. SOURCE OF RESERVATION

☐ Reserved by HKBU Faculty/Department/School/Office _____

☐ Reserved by HKBU Staff/Student/Alumnus (Staff/Student/Alumnus ID Card No.: _____)

☒ Referred by HKBU Faculty/Department/School/Office Centre for Holistic Teaching and Learning

☐ Referred by HKBU Staff/Student/Alumnus (Name of Referee _____ Staff/Student/Alumnus ID Card No. _____)

II. INFORMATION OF GUEST(S)

| Title | Last Name | First Name |
|---|-----------|------------|
| <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. | _____ | _____ |
| <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. | _____ | _____ |

Arrival date: _____ DD _____ MM _____ YY Flight no./Expected arrival time: _____

Departure date: _____ DD _____ MM _____ YY Flight no./Expected departure time: _____

Purpose of staying at HKBU : ☒Conference ☐Meeting ☐Seminar ☐Visit
☐Workshop ☐Others (please specify) : _____

Number of rooms: _____ Deluxe HK\$630 nett per room night

Room rental*: ☐ Daily rate: HK\$ _____ per room night X _____ Night(s)
Sub-total: HK\$ _____

Breakfast coupon: ☐ @HK\$25 X _____ Day(s) X _____ Guest(s)
Sub-total: HK\$ _____

Total amount payable: HK\$ _____

* Room rental is exclusive of breakfast.

III. INFORMATION OF FACULTY/DEPARTMENT/SCHOOL/OFFICE

Faculty/Department/School/Office : _____

Contact person : _____ Email address : _____

Telephone number : _____ Fax : _____

IV. ACKNOWLEDGEMENT

“We fully understand and accept the possible disturbance and inconvenience caused by the reconstruction work of the University’s Campus Expansion Plan during the above period of stay, and undertake to convey the message to our group members/guests who are going to accommodate at NTTIH. We also fully understand and accept the Terms & Conditions for Room Reservation, and undertake to explain these Terms & Conditions to the members/guests.”

Name of Dean/Head/Director/Authorized personnel : _____ Signature : _____

Faculty/Department/School/Office/Organization : _____ Date : _____

V. PAYMENT METHOD

☐ A. Settled by debiting HKBU account

Account number : _____ Faculty/Department/School/Office : _____

Budget controller (Full name) : _____ Signature : _____

☐ B. Settled by guest

☐ By credit card (Please fill in the credit card authorization form and return together with completed reservation form)

☐ By UnionPay card

☐ By cheque (Please make payable to “Hong Kong Baptist University”)

☐ By bank-in (Name and number of bank account: The Bank of East Asia Ltd. 015-204-40-00089-8)

☐ By cash

OFFICE USE ONLY

Official receipt no. : _____ Amount received : HK\$ _____

Handled / Checked by : _____ / _____ Approved by : _____ Remarks: _____



Terms and Conditions for Room Reservation

1. Making Room Reservation

- 1.1 Priority will be given to HKBU Faculties/Departments/Schools/Offices whose bookings are made to serve the university's guests.
- 1.2 Request for room reservation should be made by forwarding NTT the duly signed Room Reservation Form which could be downloaded from the website of NTT.

2. Confirmation of Room Reservation

- 2.1 To confirm room reservation, NTT will assign and print a confirmation number on the duly completed Room Reservation Form, and have it faxed to the department concerned.

3. Length of Notice Required for Amendment of Details of Room Reservation

- 3.1 Request for cancellation of room reservation, reduction of number of rooms or change of arrival/departure schedule will only be accepted if a written request is received:
 - 3.1.1 30 days prior to the original arrival schedule for booking of 1 to 3 rooms.
 - 3.1.2 45 days prior to the original arrival schedule for booking of 4 to 7 rooms.
 - 3.1.3 60 days prior to the original arrival schedule for booking of 8 to 20 rooms.
 - 3.1.4 75 days prior to the original arrival schedule for booking of 21 rooms or above.
- 3.2 Request for change of arrival schedule will also be subject to room availability at time of request.

4. Payment of Room Rental

- 4.1 If no written request is received before the required notice period as stated in Clause 3 above, NTT shall assume no further amendment to the room reservation is needed. Full payment of room rental settled either by debiting HKBU account or by guest, should be made upon completion of the required notice period.
- 4.2 All paid room rentals are neither refundable nor transferable even in case of no show.

5. Check-in & Check-out Arrangements

- 5.1 Guests could check-in anytime after 1400 hours and have to check-out on or before 1200 noon.
- 5.2 Guests check-out after 1200 noon and before 1800 hours will be subject to a surcharge of half day rental; check-out after 1800 hours will be subject to a surcharge of full day rental. (Odd day rate shall be applied to bookings on monthly basis)
- 5.3 Key deposit at HK\$100 per key is required upon check-in and will be refunded upon check-out.



Dear Guests,

Credit Card Payment Authorization Form

Thank you for choosing NTT International House. To guarantee your room reservation, please complete the following Credit Card Payment Authorization Form and send **the Form, and a copy of the front and back sides of your credit card** to us by:-

Fax: (852) 2794 2013, OR Email: nttbook@hkbu.edu.hk

NTT International House

To: NTT International House

Credit Card Payment Authorization

I, _____, hereby authorize Hong Kong Baptist University to debit from
(Full name of Card Holder)
my credit card the total amount indicated below for payment of:

(Please tick the appropriate box and complete in BLOCK LETTERS.)

☐ **Room Rental**

Period of stay : From _____ to _____ () night(s)

Room rate : HK\$ _____ per room per night

Sub-total : HK\$ _____

☐ **Breakfast Coupon**

HK\$25 per coupon x _____ piece (s)

Sub-total : HK\$ _____

☐ **Other Item(s)**

For one-off payment of HK\$ _____ (please state the amount) for
settlement of _____ (please specify).

Total amount payable : HK\$ _____

Credit Card No: _____ Expiry Date: _____

☐ **VISA** 

☐ **MasterCard**



☐ **Union Pay**



Card Holder's Name: _____ Card Issuing Bank: _____

Card Validation No: _____ (3 digits on the signature panel at the back side of the credit card)

Card Holder's HKID Card No./Passport No. _____

Card Holder's Day-time Telephone No. _____

I declare that the information provided in this form is true and accurate.

Card Holder's Signature: _____ (as shown on card) Date: _____

(For NTT Use Only)

Handled by: _____ Date _____

Remarks: _____