



香港中文大學
The Chinese University of Hong Kong

HYATT REGENCY HONG KONG, SHA TIN
18 Chak Cheung Street, Sha Tin
New Territories, Hong Kong

Please return the form to:
Reservations Office
Phone: 852 3723 7888 Fax: 852 3051 2838
E-mail: reservations.shatin@hyatt.com

CUHK DIRECT BILLING RESERVATION FORM

BOOKING DETAILS

Reservations Number : _____

Last Name (Mr/Mrs/Miss) : _____ First Name : _____

Arrival Date : _____ Flight : _____ Time : _____

Departure Date : _____ Flight : _____ Time : _____

Room Type : Mountain View King Mountain View Twin

Harbour View King Harbour View Twin

Club King Club Harbour View Twin

One Bedroom Executive One Bedroom Harbour View Executive

Regency Suite King Regency Harbour View Suite

Room Rate: HK\$ _____ (subject to 10% service charge)

PAYMENT METHOD

All room reservation requests using this form must be guaranteed by the University. In any event of no-show and late cancellation, one-night room charge per cancelled and/or no-show reservations is to be directly billed to the University.

DIRECT BILLING TO THE UNIVERSITY ACCOUNT

For Entire Stay For _____ Specified Night(s) From _____ To _____

PAYMENT ON **GUEST OWN ACCOUNT**, GUARANTEED BOOKING BY THE UNIVERSITY

For Entire Stay For _____ Specified Night(s) From _____ To _____

BILLING INSTRUCTIONS

Room + Internet

Room + Internet + Buffet Breakfast at Cafe for _____ person(s)

Room + Internet + All Incidental Charges

Room + Internet + Specified Incidental Charges

One Way Airport Limo Two Ways Airport Limo Car Hire: HK\$ _____

Food & Beverage: Minibar, Restaurants Outlets, Room Service (Please cross out those not applicable.)

Late Check-out Charge

Remarks: _____

BOOKING DEPARTMENT / CONTACT DETAILS

Booking Contact: _____ Telephone: _____

_____ Email: _____

Please send bill to the following address for settlement within 30 days upon receipt of the invoice.

Attention to: _____

Position: _____

Faculty/Dept/Office: _____

Address: _____

Signature: _____

Date: _____

I confirm that I have read and agreed to the use of the personal information I am giving you in accordance with the Global Privacy Policy for Guests. Available at <http://privacy.hyatt.com> (the "Privacy Policy")

TERMS & CONDITIONS

- Check-in time is after 2:00 PM. Check-out time is before Noon.
- Guaranteed early arrival should be reserved the night before and charged accordingly.
- Cancellation or amendment of stay must be made before 24 hours prior to hotel check-in time at 2:00 PM, otherwise a penalty of one-night accommodation charge will be applied.
- No-show on the specified date of arrival will subject to one night charge as cancellation fee. Reservations will be released at Noon after the no-show date.