

**Department of Translation, The Chinese University of Hong Kong
(07-11 December 2016)**

Royal Park Hotel has 435 newly renovated guest rooms, all are tastefully furnished for relax and comfortable stay. The hotel is conveniently located in the heart of Shatin, adjacent to New Town Plaza, a lively shopping and entertainment complex with over 400 shops and takes only 5 minutes' walk to MTR station, which allows a swift passage to Tsim Sha Tsui (20 minutes) and a direct rail link to HK-China border (25 minutes).

No.	Title	Last Name	Given Name
1	<input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms		
2	<input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms		

	Date (dd/mm/yyyy)	Flight No	Flight Time
Arrival	/ / 2016		ETA
Departure	/ / 2016		ETD

Room Type	Package (Subject to 10% service charge & on per room per night basis)
Standard	<input type="checkbox"/> HK\$950 for room only <input type="checkbox"/> HK\$1,000 with one buffet breakfast daily
River View	<input type="checkbox"/> HK\$1,100 for room only <input type="checkbox"/> HK\$1,150 with one buffet breakfast daily
Grand Triple	<input type="checkbox"/> HK\$1,250 for room only <input type="checkbox"/> HK\$1,480 with three buffet breakfasts daily

Standard / River View / Grand Triple Rooms Privileges

- Additional buffet breakfast at HK\$90+10% service charge per person at 2+2 Cafe (optional)
- Daily newspaper and complimentary Wi-Fi and broadband internet access
- Free shuttle bus services to/ from Hotel & Tsim Sha Tsui and from Hotel to Hong Kong Island area (Subject to hotel's availability and schedules)
- 50% Discount on mini bar consumption, Free use of swimming pool, gymnasium & steam room
- Free use of Handy phone for unlimited local and international calls to Canada, China, USA, South Korea, Singapore and unlimited internet access

Room Type	Package (Subject to 10% service charge & on per room per night basis)
Executive (Single or Double Occupancy)	<input type="checkbox"/> HK\$1,300 for Single Occupancy <input type="checkbox"/> HK\$1,600 for Double / Twin Occupancy

Executive Room Privileges

- Express Check-in / Check-out and late check-out until 16:00 (subject to availability)
- Daily newspaper, free mini-bar consumption with daily replenishment and complimentary Wi-Fi & broadband internet access
- Complimentary daily buffet breakfast, evening cocktail and self-service of coffee/tea station and night snack at Upper Lounge
- Free local calls & waived service charge for calling card access and In-room DVD player & docking speaker
- Free use of Upper Floor meeting room for 1 hour per room daily and accumulating up to a maximum of 5 hours per stay
- Free arrival OR departure shuttle bus service between hotel & airport (subject to hotel schedule & availability, reservation is required)
- Complimentary shuttle service to/from hotel to Tsim Sha Tsui; And from hotel to Hong Kong Island(subject to hotel's schedules and availability)
- And other Executive Room Privileges

Requests (Subject to availability)	Standard / River View / Executive	Grand Triple	<input type="checkbox"/> Double Bed <input type="checkbox"/> Twin Bed	<input type="checkbox"/> Non-Smoking
			<input type="checkbox"/> 1 Double Bed & 1 Single Bed <input type="checkbox"/> 3 Single Beds	<input type="checkbox"/> Smoking

Transportation Services (Flight details must be provided for advance reservation)	Service Charge (Inclusive of 10% service charge & subject to change by service provider)	Arrival	Departure
Limousine (HK\$200 supplement applied for flight arrival/ departure time during 23:00hrs - 06:00hrs)	HK\$680 per car per trip (max 4 persons)	<input type="checkbox"/>	<input type="checkbox"/>
	HK\$800 per car per trip (max 6 persons)	<input type="checkbox"/>	<input type="checkbox"/>
Shuttle Bus (Based on hotel's availability and schedule)	HK\$170 per person per trip	<input type="checkbox"/>	<input type="checkbox"/>
	Round Trip at HK\$300 per person		<input type="checkbox"/>

Guaranteed By	<input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Diners <input type="checkbox"/> JCB <input type="checkbox"/> China Union Pay (CUP)
Credit Card No.	Expiry Date /
Name of Cardholder	Signature

For CUP cardholders, please provide below details and 1st night room rental will be charged UPON RESERVATION;

Mobile No.(11 Digits)	+86 *Confirmation call will be received from CUP platform
------------------------------	---

Payment	<input type="checkbox"/> All expenses on guest's own account upon check-out <input type="checkbox"/> Prepayment by above third party credit card (All expenses & Others are not applicable to CUP CARD) (Authorization form & both sides of credit card copy required) <input type="checkbox"/> Room only <input type="checkbox"/> Room & breakfast <input type="checkbox"/> Room, breakfast & airport transfer <input type="checkbox"/> All expenses <input type="checkbox"/> Others: _____
----------------	---

Contact Person Name	Email / Fax No.	Tel No.	Date

<p>Terms and Conditions:</p> <ul style="list-style-type: none"> •All reservations must be guaranteed by credit card upon submitting this reservation form. •Cancellation must be made 14 working days prior to the arrival date; otherwise, 1st night room rental will be levied as penalty. •Room rate will be changed if staying period is outside of the mentioned above. <p>Confirmation of reservation will be replied within 72hours upon receipt of completed reservation form and subject to hotel's availability.</p>	<p>For Hotel Use Only: Reservation Confirmed / Rejected</p> <hr/> <p>Reservation Department – Royal Park Hotel</p>
---	---