



STANFORD HILLVIEW HOTEL  
TSIM SHA TSUI

**RESERVATION REQUEST FORM**

**The Hong Kong Polytechnic University**

**12<sup>th</sup> Conference of RaAM : The Association for Researching and Applying Metaphor**

**Date: 25 June – 02 July 2018**

Name : Mr/Ms/Mrs (First name) \_\_\_\_\_ (Last name) \_\_\_\_\_

Mr/Ms/Mrs (First name) \_\_\_\_\_ (Last name) \_\_\_\_\_

Contact: (Tel) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Email) \_\_\_\_\_

Room Rate : OAK Room at **HK\$820.00\*** for Single  /Double  occupancy

**\*\*Room only rate (HKD) is inclusive of 10% service charge\*\***

Buffet Breakfast :  HK\$80.00 per person per meal

No. of Room(s) required : \_\_\_\_\_

Special Request :  Double Bed  Twin Bed  Non-Smoking  Smoking

Arrival Date : \_\_\_\_\_ Arrival Flight/Time \_\_\_\_\_

Departure Date : \_\_\_\_\_ Departure Flight/Time \_\_\_\_\_

Transportation :

◆ Hotel Limousine  Arrival  Departure  Round Trip (HK\$600 per car per trip)

◆ Airport Shuttle #  Arrival  Departure  Round Trip (HK\$130 per person per trip)

*#Shuttle bus arrangement is provided based on a fixed time schedule; it is subject to change without prior notice.*

*#Kindly approach the Airport Counter **B01** at Terminal 1 (Arrival Hall) for Airport Transportation.*

Booking Guaranteed By :  Amex  Visa  Master  JCB  Deposit by Bank Draft

Credit Card No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name of Card Holder : \_\_\_\_\_ Signature : \_\_\_\_\_

**\*\*Reservation Will Not proceed should Credit Card Information is Not provided at time of booking.**

**\*\*3<sup>rd</sup> party credit card information would NOT be accepted by the Hotel.**

**Notes:**

1. Please put a "✓" in the appropriate box.
2. All bookings must be guaranteed by a credit card or a bank draft of one night room charge. Otherwise, room space will be released without prior notice.
3. One night room charge will be applied as penalty if cancellation or amendment could not be notified by writing to the hotel 07 days prior to arrival date.
4. Each reservation request form must be submitted to Stanford Hillview Hotel **on or before 01 June 2018 (Friday)**.
5. All reservations and requests must be made in advance and are subject to space availability and Hotel's final confirmation. The above room rates may not be applied to any late reservations.

Please return to: Tebby Wong, Senior Sales Manager

STANFORD HILLVIEW HOTEL, 13 – 17 Observatory Road on Knutsford Terrace, T.S.T., Hong Kong SAR

Tel: +852 2313 7044

Fax: +852 2721 7511

Email: [sales1@stanfordhotel.com](mailto:sales1@stanfordhotel.com)

**HOTEL USE ONLY**

CONFIRMED

UNABLE TO CONFIRM

By \_\_\_\_\_

Date \_\_\_\_\_

Remarks : \_\_\_\_\_