



To : Ms. Nicole Ng, Sales & Marketing Department Date _____
Fax Number : (852) 2637-3976
Telephone Number : (852) 2132-1326 Email : rrh.samc@RegalHotel.com

Conference: : **OTC Foundation (Conference at Orthopaedic Learning Centre)**
October 21-24, 2011

Your Name(姓名) : _____
Fax Number (傳真號碼) : _____ Telephone Number (電話號碼) : _____
E-mail (電郵地址) : _____

	<u>Surname(姓)</u>	<u>First Name(名)</u>	<u>Confirmation No. (確認號碼)</u>
1) Mr先生 / Mrs女士 / Miss小姐 :	_____	_____	_____
2) Mr先生 / Mrs女士 / Miss小姐 :	_____	_____	_____

Arrival Date(入住日期): _____ **Flight(航班):** _____
Departure Date(退房日期): _____ **Flight(航班):** _____

Transportation(交通): Limousine (豪華轎車) at HK\$700 () or
Regal operated Airport Shuttle Bus on complimentary basis ()
免費乘坐由富豪國際酒店集團營運之機場穿梭巴士 ()
(based on hotel fixed schedule with limited seats. Prior reservation is must)必需預先預訂,先到先得
**Please note that the above shuttle bus and limousine charges are subjected to change without prior notice*

<u>Room Types(房間種類)</u>	<u>No. of Rooms(房間數目)</u>
Superior Room 高級客房	HK\$980 () 包括一位自助早餐(Inclusive of buffet breakfast for one person)
	HK\$1,060 () 包括二位自助早餐(Inclusive of buffet breakfast for two persons)

** Rates are subject to 10% service charge and prevailing government tax per room per night(上述價格另加10% 服務費及有關之政府稅)*

*** The above special rates are valid for reservation made on or before October 7, 2011 and subject to room availability. (必須在2011年10月7日或之前預訂房間才可享有上述優惠價格)**

Special Request(特別要求): Double Bed (單人房) () Twin Bed (雙人房) ()
Non-Smoking(非吸煙) () Smoking(吸煙) ()

Remarks : _____
Payment : Guest own account ()
3rd party's account (), please request us for authorization form and provide both sides credit card copy

Booking Guaranteed By : _____
Name print on Credit Card (信用卡持有人姓名) : VISA / MASTER / DINERS
Card Type(信用卡種類) : _____
Credit Card Number (信用卡號碼) : _____
Expiry Date (有效日期) : _____ mm/yy(月/年)

Shuttle Bus Service - Bus schedule is subject to change without prior notice. Hotel bears no liability for guests taking this shuttle bus service under all circumstances. Regal Riverside Hotel shall not be held liable for any losses/damages/injuries of guests taking shuttle bus services and your company shall hold Regal Riverside Hotel harmless & shall indemnify/keep indemnifying Regal Riverside Hotel for all losses or expenses so incurred in relation to any claims arising out of the shuttle bus services.

Guarantee / Cancellation - The above booking(s) is/are guaranteed by your credit card once the reservation is confirmed, one night accommodation per confirmed booking will be applied in case the guests do not show up on the scheduled arrival date or any amendment made within 21 days prior to the arrival date.

Early Departure - When you check-in, you will be asked to confirm your departure date. You may change your departure date without penalty if your rate plan permits and you may make change before the end of your arrival date. A Early Departure fee will be applied if you decide to leave earlier once the confirmation is done.

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