



METROPARK HOTEL WANCHAI
HONG KONG
香港灣仔維景酒店

**ROOM BOOKING FORM
FOR
2015 5th Asian Conference on Coordination Chemistry
11 -17 July 2015**

RESERVATION DETAILS:

Guest Name: _____ (LAST NAME, First Name, prefix)

Company name (if any): _____

Check-in Date: _____ Flight Details: _____

Check-out Date: _____ Flight Details: _____

Email Address: _____ Tel no.: _____

ACCOMMODATIONS:

Room Category	Description	Room Rates	Inclusion	No. of Rooms	Total charge
COMFORT	Room Only	HK\$990	WIFI internet connectivity		\$
	With 1 Breakfast	HK\$1080			\$
	With 2 Breakfasts	HK\$1170			\$
EXECUTIVE	With 1 Breakfast	HK\$1500	WIFI internet connectivity, minibar and free coffee and tea from 8am to 6pm at the parlor		\$
	With 2 Breakfasts	HK\$1670			\$
Total room charge					\$
Add: 10% service charge					\$
Total room charge for your stay:					\$

** All room rates are quoted in local currency (HKD) on a per room per night basis, subject to of 10% service charge;

GUARANTEE INFORMAITON (First night room charge will be levied upon room reservation):

1) **By Credit Card:** American Express Diners Visa Master JCB

Credit Card Number: _____ Expiry Date: _____

Name (In Print): _____ Signature: _____

2) **Bank-in the first night room charge to the following banking account. And send us the banking remittance for reference before the guarantee deadline.**

Banker: HSBC
Account no.: 001-808-365142-001
Swift code: HSBCHKHKKH
Account name: Metropark Hotel Wanchai Hong Kong

TERMS AND CONDITIONS:

- All reservations are subject to room availability and confirmation from the Hotel.
- Completed booking form should be faxed or emailed to our Reservations team at +852 2865 6111 or rsvn.hkwh@metroparkhotels.com **on/before 31 May 2015**
- Rates are subject to change and reservations are subject to availability for additional requests after the deadline.
- Note that non-guaranteed reservation will be automatically released **7 days** prior to the arrival.
- Total room rental will be levied for 'No show' or 'Late Cancellation' within **7 days** prior to the arrival.

For Hotel Use Only:

Received on: _____ By: _____ Confirmation No.: _____