

The Chinese University of Hong Kong –The University Library System
5th International M-Libraries Conference 27-30 May 2014

Royal Park Hotel has 443 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 (30 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	/ / 2014		ETA
Departure	/ / 2014		ETD

Room Type	Package (Subject to 10% service charge & on per room per night basis)		Privileges
Standard Room	Room with 1 Breakfast	<input type="checkbox"/> HK\$950.00	* Welcome fruit * Daily newspaper * Free use of mini-bar in guest room (daily replenishment) * Free use in-room broadband internet access/Wi-Fi service * Free use of Health including gymnasium, swimming pool and steam room * Complimentary shuttle bus to/from hotel & Tsim Sha Tsui (subject to hotel schedule and availability)
Request	<input type="checkbox"/> Queen Sized Bed <input type="checkbox"/> Non-Smoking Room	<input type="checkbox"/> Twin Bed <input type="checkbox"/> Smoking Room	

Type (Flight details must be provided for advance reservation)	Service Charge (Inclusive of 10% service charge)	Arrival	Departure
Limousine (HK\$150 supplement applied for flight arrival/ departure time during 00:30hrs - 05:30hrs)	HK\$600 per car per trip (max 3 persons)	<input type="checkbox"/>	<input type="checkbox"/>
	HK\$750 per car per trip (max 5 persons)	<input type="checkbox"/>	<input type="checkbox"/>
Shuttle Bus (Based on hotel's availability and schedule)	HK\$160 per person per trip	<input type="checkbox"/>	<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"/> Union Pay		
Credit Card No.		Expiry Date	/
Name of Cardholder		Signature	
For Union Pay cardholders, please provide;			
Identity No. (15 or 18 Digits)		Mobile No.(11 Digits)	
Payment	<input type="checkbox"/> All expenses on guest's own account upon check-out <input type="checkbox"/> Prepayment by above third party credit 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

Terms and Conditions:

- All reservations must be guaranteed by credit card upon submitting this reservation form.
- 1-night applicable room charge will be levied as cancellation charge should any cancellation or amendment made less than policy **(07 working days)** prior to arrival date.
- Room rate will be changed if staying period is outside of the mentioned above.
- Confirmation of reservation will be replied within 72hours upon receipt of completed reservation form and subject to hotel's availability.