# ROOM RESERVATION FORM

“Translating and Interpreting Political Discourse (TIPD 2019)”

18-20 June 2019

Organised by Centre for Translation, HKBU

Notes:
1. Please return the completed form to Ms. Alice Kan of Dr. Ng Tor Tai International House by email to alicekan@hkbu.edu.hk, or fax to (852) 2191 9333 by 18 April 2019.
2. Please tick the appropriate box(es) and fill in with BLOCK letters.

<table>
<thead>
<tr>
<th>Confirmation Number: ____________________________ (by NTTIH)</th>
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</table>

##### I. Information of Guest(s)

<table>
<thead>
<tr>
<th>Title</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Prof. □ Dr. □ Mr. □ Ms. □ Mrs.</td>
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<tr>
<td>□ Prof. □ Dr. □ Mr. □ Ms. □ Mrs.</td>
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</tbody>
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Check-in Date : _____ DD _____ MM _____ YY

Flight Number/Expected Check-in Time* : 

Check-out Date : _____ DD _____ MM _____ YY

Flight Number/Expected Check-out Time* : 

* The reception counter is closed daily from 2300 hrs to 0730 hrs that no check-in or check-out service is provided during the period.

Purpose of Staying at HKBU: [ ] Conference

Number of Rooms: _______ Deluxe (HK$920 per room night)

Room Rental: [ ] Daily Rate#: HK$ __________ per Room Night X _______ Night(s)

Sub-total: HK$ __________

# The rate is exclusive of breakfast.

Other Items: [ ] Please specify: __________________________ HK$ __________

Total Amount Payable: HK$ __________

Remarks: __________________________

##### II. Payment Method

[ ] B. Settled by Guest

□ By Credit Card

□ By UnionPay Card

□ By Cheque (Payable to “Hong Kong Baptist University”)

□ By Bank Deposit (Name and number of bank account: The Bank of East Asia Ltd. 015-204-40-00089-8)

□ By Cash (Hong Kong Dollars only)

##### III. Declaration (to be filled in by Faculty/School/Department/Office)

“We fully understand and accept the possible disturbance and inconvenience caused by the building demolition and construction works under Hostel and Academic Building Complex Project during the above period of stay, and undertake to convey the message to our guests who are going to accommodate at NTTIH. We also declare that we fully understand, accept and undertake to explain to our guests the Terms & Conditions of Room Reservation.”

Faculty/School/Department/Office: Centre for Translation

Name of Dean/Head/Director/Authorized Personnel: __________________________ Signature: __________________________

Contact Person: Ms. Esther Kwok Telephone: 3411 5383

Email Address: ctn@hkbu.edu.hk Fax Number: 3411 5380

NTTIH Use Only

Handled/Checked by: __________________________ / Approved by: __________________________

Remarks: __________________________

04.2019
Terms and Conditions of Room Reservation

1. Making Room Reservation
   1.1 Reservation must be made by HKBU Faculty/School/Department/Office.
   1.2 Request for room reservation shall be made by forwarding to Dr. Ng Tor Tai International House (“NTTIH”) the duly signed Room Reservation Form which could be downloaded from the website of NTTIH.

2. Confirmation of Room Reservation
   To confirm room reservation, NTTIH will fax or email to the Faculty/School/Department/Office concerned the Room Reservation Form with confirmation number.

3. Notice Period Required for Amendment of Details of Room Reservation
   3.1 Request for cancellation of room reservation, reduction of number of rooms or change of period of stay shall only be accepted if a written request is received:
      3.1.1 30 days prior to the original arrival schedule for booking of 1 to 3 rooms.
      3.1.2 45 days prior to the original arrival schedule for booking of 4 to 7 rooms.
      3.1.3 60 days prior to the original arrival schedule for booking of 8 to 20 rooms.
      3.1.4 75 days prior to the original arrival schedule for booking of 21 rooms or above.
   3.2 Request for change of period of stay shall also be subject to room availability at time of request.

4. Payment of Room Rental
   4.1 If no written request is received before the required period of notification as stated in Clause 3 above, NTTIH shall assume no further amendment to the room reservation is needed.
   4.2 Full payment of room rental shall be settled upon completion of the required period of notification as stated in Clause 3.
   4.3 Under any circumstances, all paid room rentals are neither refundable nor transferable.

5. Check-in & Check-out Arrangements
   5.1 The earliest check-in time is 1400 hours while the latest check-out time is 1200 noon.
   5.2 Subject to room availability, surcharge on early check-in / late check-out will be:
      5.2.1 Full day rental for check-in before 1400 hours;
      5.2.2 Half day rental for check-out after 1200 noon and before 1800 hours; and full day rental for check-out after 1800 hours.
   5.3 The reception counter is closed daily from 2300 hours to 0730 hours that no check-in or check-out service is provided during the period.
   5.4 A deposit at HK$300, which is refundable at time of check-out, shall be collected upon check-in.

6. Other Charges
   Request for extra bed will be charged at HK$300 per bed per night.

7. Demolition and Construction Works under Hostel and Academic Building Complex (“HABC”) Project
   7.1 Building demolition works at the HABC project site is underway and extensive construction works will be carried out in the vicinity of NTTIH until project completion (2023-2024).
   7.2 During the work periods, some nuisances like noise, dust, smell and vibration will inevitably be generated that will cause disturbance and inconvenience to guests.

8. NTTIH management reserves the right to revise these terms and conditions without prior notice.
Dear Guest,

**Settlement of Payment by Credit Card**

Thank you for choosing Dr. Ng Tor Tai International House. Please complete the following Credit Card Payment Authorization Form if you wish to settle the room rental by credit card or UnionPay Card. The **completed form together with a copy of the front and back sides of your credit card** should be sent to us by: fax: (852) 2191 9333, OR email: nttbook@hkbu.edu.hk

Dr. Ng Tor Tai International House

To: Dr. Ng Tor Tai International House

**Credit Card Payment Authorization Form**

I, __________________________, hereby authorize Hong Kong Baptist University to debit from my credit card for payment of charges during the period of stay of myself / my guests from ______________ DD / MM / YY to ______________ DD / MM / YY as follows:

(Please tick where appropriate)

☐ Room Rental

☐ Other Items (Please specify: _______________________________________________________________________

Total Amount Payable : HK$ __________________________________________

Credit Card Number: ___________________________ Expiry Date: _________________

☐ VISA ☐ MasterCard ☐ UnionPay

Card Holder’s Name: ___________________________ Card Issuing Bank: ___________________________

Card Validation Number: ___________________________ *(The 3 digits at the back side of the card)*

Card Holder’s HKID Card Number / Passport Number: ___________________________

Card Holder’s Mobile Phone Number: ___________________________

I declare that the information provided in this form is true and accurate.

Card Holder’s Signature: ___________________________ *(as shown on card)* Date: ___________________________

(For NTTIH Use Only)

Handled by: ___________________________ Date ___________________________

Remarks: ___________________________

07/2014