

## ROOM RESERVATION FORM

### The Third HKBU International Conference on Interpreting 7-9 December 2022 Organized by Centre for Translation, HKBU

**Notes:**

1. Please return the completed form to Ms. Alice Kan of NTTIH by email to [alicekan@hkbu.edu.hk](mailto:alicekan@hkbu.edu.hk), or fax to (852) 2191 9333 **by 4 November 2022 (Friday).**

Please tick the appropriate box(es) and fill in with BLOCK letters.

Confirmation Number: \_\_\_\_\_ (by NTTIH)

|   |   |   |
|---|---|---|
| <input type="checkbox"/> New Reservation on<br>_____ DD _____ MM _____ YY | <input type="checkbox"/> Amendment on<br>_____ DD _____ MM _____ YY | <input type="checkbox"/> Cancellation on<br>_____ DD _____ MM _____ Y |
|---|---|---|

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

|   |  |                                 |
|---|--|---------------------------------|
| <u>Title</u>  | <u>Last Name</u>                               | <u>First Name</u>               |
| <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. | _____  | _____                           |
| <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. | _____  | _____                           |
| 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 2200 hrs. to 0830 hrs. that no check-in or check-out service is provided during the period.            |  |                                 |
| Purpose of Staying at HKBU: <input checked="" type="checkbox"/> Conference  |  |                                 |
| Number of Rooms: _____ Deluxe   |  |                                 |
| Room Rental: <input checked="" type="checkbox"/> Daily Rate:  | HK\$ 920                                       | per Room Night X _____ Night(s) |
| Sub-total:  | HK\$ _____                                     |                                 |
| Other Items: <input type="checkbox"/> Please specify:   | _____  | HK\$ _____                      |
| <b>Total Amount Payable:</b>  | <b>HK\$</b>                                    | _____                           |
| <b>Remarks:</b> _____   |  |                                 |

**II. Payment Method**

|  |   |   |  |
|--|---|---|--|
| <input checked="" type="checkbox"/> <b>B. Settled by Guest</b> |   |   |  |
| <input type="checkbox"/> By Credit Card                        | } | (Please fill in and return the credit card authorization form together with the completed reservation form) |  |
| <input type="checkbox"/> By UnionPay Card                      |   |   |  |
| <input type="checkbox"/> By Cheque                             |   |   | (Payable to "Hong Kong Baptist University")                                      |
| <input type="checkbox"/> By Bank Deposit                       |   |   | (Name and number of bank account: The Bank of East Asia Ltd. 015-204-40-00089-8) |
| <input type="checkbox"/> 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 extensive construction works under the Jockey Club Campus of Creativity (JC<sup>3</sup>) project during the above period of stay, and undertake to convey the message to our group members / guests who are going to accommodate at NTTIH. We also declare that we fully understand, accept and undertake to explain to our group members / 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 Number | : 3411 5383 |
| Email Address                                   | : ctn@hkbu.edu.hk        | :                |             |

**NTTIH Use Only**

|                                    |                     |
|------------------------------------|---------------------|
| Handled/Checked by : _____ / _____ | Approved by : _____ |
| Remarks : _____                    |                     |

## **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 2200 hours to 0830 hours that no check-in or check-out service is
- 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. Construction Works under the Jockey Club Campus of Creativity (JC<sup>3</sup>) Project**

- 7.1 Extensive construction works under the JC<sup>3</sup> project site, which is adjacent to NTTIH, are carried out until 2023-24.
- 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.**

07.2022