

Hong Kong Art Gallery Association x

The Arca

CORPORATE RATES 2024

Validity

01 January 2024 until 31 December 2024

Room Category and Corporate Room Rate

2024 Corporate Rate for Hong Kong Art Gallery Association Limited Low Season		
City Signature Room	860	2 adults
Sea Signature Room	1,060	2 adults
City Deluxe Room	1,260	2 adults
City Buddies Room*	1,260	2 adults
2024 Corporate Rate for Hong Kong Art Gallery Association Limited High Season		
City Signature Room	1,160	2 adults
Sea Signature Room	1,360	2 adults
City Deluxe Room	1,660	2 adults
City Buddies Room*	1,660	2 adults
Currency:	HK Dollar	
Service Charge:	10% per room per night	
Applicable Tax:	N/A	
Commissionable/Non-commissionable:	Non-commissionable	
Breakfast:	Inclusive based on pax listed above	
*Additional Pax:	Supplement of \$200 plus 10% service charge per room per night applies for City Buddies Room. The room can accommodate up to 3 adults.	
High Seasons Dates (all dates inclusive):	February 10 - 13, April 5 - 8, 27 - 30, May 1, October 1 - 5, 11 - 12, 18 - 19, 25 - 26, (inclusive)	
Black Out Period (All dates inclusive):	March 28 - 31 & December 24 - 26, 31 (inclusive)	

Corporate Benefits

- *Complimentary breakfast*

- Complimentary Wi-Fi services
- Complimentary local calls
- Complimentary access to 24 hours gym and swimming pool (*Summer only*).
- Complimentary daily bottled water
- Complimentary tea and coffee making facilities in room

Airport Transfer

Transportation from and to Hong Kong International Airport can be arranged subject to availability with an additional charge of HK\$900net per car per way (Maximum of 3 persons per car). 48 hours advance notice for arrangement is required.

Smoke Free Policy

The Hotel is a smoke free hotel. Restaurants on the Hotel that are not operated by Hotel may not participate in the smoke free policy. To protect on the smoke free environment, Hotel will post a HK\$2,000 cleaning fee to the account of any guests who smoke in their guest room. To ensure the cooperation and comfort of Company's guests, Company agrees to advise its guests of the smoke free policy in writing.

Check-In/Check-Out Times

Check-in time is 15:00 hours on the day of arrival. Check-out time is 12:00 hours on the day of departure. Guests who wish to occupy their Guest Room before 15:00 hours must reserve the Guest Room for a night prior to the arrival date. Guests who check out after the normal check-out time, i.e., 12:00 hours shall be charged 50% of the applicable group rate per room. A full night's rate per room will be charged for check-out required after 16:00 hours. Late check-out can be pre-arranged and is subject to availability.

Reservation Procedures

All reservations should be made in writing, including guest details (Name, Arrival/Departure date and Billing Instructions), and is to be guaranteed by pre-payment/credit card whichever applicable. Non-guaranteed reservation will be released by 18:00 hours and will be subject to applicable no show/cancellation clauses.

Reservation Methods

Reservation Direct to Reservations Department bookings@thearca.com

Cancellation, Amendments and No Show

Standard hotel cancellation policy applies. 24 hours advance notice prior to arrival for cancellation or amendments is required. In the event of no-show, cancellation or amendment within the 24 hours, first night room rate plus service charge penalty will apply.

Early Departure

Guest who check-out of the hotel prior to their scheduled departure date after 12pm on the day will be charged a fee equal to one night's room rate plus service charge. The departure date must be changed no later than 11:59am to avoid an early departure charge.

Method of Payment

Incidental or room deposit for all arrival guest will be obtained upon their arrival, unless all expenses are borne by the Company. In the event that the Company wishes to settle the expenses on behalf of the guest, the Company must provide a letter of guarantee or a Third-Party Payment Authorization Form at the time of reservation, outlining in detail which expenses will be borne by the Company in order for the invoice to be sent for settlement, upon the departure of the guest.