

HOTEL | SINGAPORE

Guest name: Mr. / Ms. / Dr. \_\_\_\_\_  
FIRST & LAST NAME  
  
Mr. / Ms. / Dr. \_\_\_\_\_  
GROUP NAME/BOOKING  
Mr. / Ms. / Dr. \_\_\_\_\_

Arrival: \_\_\_\_\_ Flight No.: \_\_\_\_\_ ETA: \_\_\_\_\_  
Departure: \_\_\_\_\_ Flight No.: \_\_\_\_\_ ETD: \_\_\_\_\_  
No. of Room(s): \_\_\_\_\_ No. of Guest(s): \_\_\_\_\_

 SWITCH delegate**ROOM TYPE & DAILY ROOM RATE**

- Deluxe Room, Single/Double \$ 248++ / \$ 268++  
 Executive Room, Single/Double \$ 278++ / \$ 298++ (INCLUSIVE OF COMPLIMENTARY IN-ROOM MINI BAR)

**AIRPORT TRANSFER**

- Arrival  
 Departure

Inclusive of: Complimentary Buffet Breakfast &amp; Unlimited WiFi Access

RATES QUOTED ARE SUBJECT TO 10% SERVICE CHARGE AND 7% GOVERNMENT SERVICE TAX PER ROOM PER NIGHT

CANCELLATION MADE LESS THAN 48 HOURS PRIOR TO GUEST'S RESERVED DATE OF CHECK-IN, A CANCELLATION FEE EQUIVALENT TO ONE (1) NIGHT ROOM RATE WILL APPLY.

A NO SHOW FEE, EQUIVALENT TO ONE (1) NIGHT ROOM RATE WILL APPLY

**BILLING METHOD**Credit Card Type:  Visa  MasterCard  Amex  Diners  JCB  UnionPay

Credit Card No.: \_\_\_\_\_ Date of expiry: \_\_\_\_\_

Remarks: \_\_\_\_\_

**PLEASE NOTE**

Rooms are subject to availability upon making of reservation. Kindly revert latest by **28 August 2017**. Thereafter, the room rates may vary at the point of reservation.

The rates quoted are valid for one (1) day pre & post of the event date 19 & 20 September 2017. Please note the period of 14 to 17 September 2017 inclusively is Singapore Formula One where surcharge apply should you be checking in earlier prior to the event date.

Check-in time: 1400hrs

Late Check-out: Any request for late check-out is subject to availability. Late check-out from 1200hrs to 1800hrs can be extended at 50% of quoted room rate; thereafter a full day rate will be applicable, subject to room availability.

Pre-block:  An additional one night charge is levied for any room guaranteed for early availability before 1400hrs. Kindly indicate if this is required.

Guarantee: A valid credit card or cash deposit is required as guaranteed upon reservation. In the event that no-show or cancellation is made less than 48 hours, one night room charge will be levied. Non-guaranteed rooms will be released at 1600hrs daily.

Early Departure: An early departure fee will be charged to any guest who checks out of the hotel before the scheduled departure date. To avoid paying the early departure fee, all guests should inform any changes in departure date 24 hours prior to the scheduled departure date or at check-in.

Limousine: Airport transfer is chargeable at \$80+ per trip. A midnight surcharge of \$20+ is applicable for transfers arranged between 2230hrs to 0659hrs. Please advise if arrangement is required.

\_\_\_\_\_  
SIGNATURE & COMPANY STAMP\_\_\_\_\_  
DATE\_\_\_\_\_  
RESERVATION CONFIRMED BY\_\_\_\_\_  
DATE