

HOTEL RESERVATION FORM (RF)

NTU – SPEC Conference

10 – 13 December 2018

To: Call Centre MICE Reservations
Email: callcentre.mice@rwsentosa.com
Address: No. 2 Townhall Link (S) 608516
Tel: +65 6577 7980 **Fax:** +65 6577 8895

Website: www.rwsentosa.com
A: Guest Information

Salutation: Prof / Dr / Mr / Mrs / Ms Nationality: _____

Family / Last Name: _____ Given / First Name: _____

Tel: _____ Fax: _____

Email address: _____

Accompanying Person's name (if any): _____

Arrival Date: _____ Flight Number/ Arrival Time: _____
 *official check-in time is after 1500 hrs

Departure Date: _____ Flight Number/ Departure Time: _____
 *official check-out time is prior 1100 hrs

B: Room Type & Rate

Please select choice of hotel	Room Rates	Additional Daily Breakfast at S\$15.00++ per Adult	Room Preferences (Subject to availability)	
Superior Room Genting Hotel, Jurong	S\$175.00++ per room per night (Room inclusive of 1 breakfast & 24hours internet access for 2 devices)	<input type="checkbox"/> Yes (for 2 nd person)	<input type="checkbox"/> Smoking	<input type="checkbox"/> King
Deluxe Room Genting Hotel, Jurong	S\$210.00++ per room per night (Room inclusive of 1 breakfast & 24hours internet access for 2 devices)	<input type="checkbox"/> Yes (for 2 nd person / 3 rd person)	<input type="checkbox"/> Non-smoking	<input type="checkbox"/> Twin

*All rates quoted are in Singapore Dollars and are subject to 10% service charge ("Service Charge") and prevailing goods & services ("GST").

*Additional person (3rd occupant) is charge at **S\$55.00++** per adult per night, only for Deluxe room.

*Maximum number of guests allowed in a room is 2 adults for Superior room and 3 Adults for Deluxe room

*The official check-in time is after 3:00pm and the check-out time is prior to 11:00am. Should you wish to occupy the room before 3:00pm, it is recommended that they reserve a room for the prior night.

*All late check-outs are subject to availability and the applicable room rates. Late check-out after 11:00am and before 6.00pm will be charged at 50% of the applicable room rate for one (1) night. Check-out after 6:00pm will be charged at 100% of the applicable room rate for one (1) night

C: Room Guarantee

 Please guarantee to my credit card: **VISA / MASTER / AMEX**

Credit Card Number _____

Card holders name _____

Expiry Date [MM] [YYYY] Signature _____

Terms & Conditions

- **The above rate is valid for stay period from 09 – 14 December 2018 only.** All reservations need to be made by **latest Friday, 09 November 2018**, thereafter subject to rooms' availability at the time of the reservation.
- In the event that the above mentioned "Event rate" is not available at the time of the reservation, best available rate will be quoted.
- Cancellation / No Show Policy: All cancellations or changes must be made forty-eight (48) hours prior to the arrival date. Cancellations made less than forty-eight (48) hours prior to arrival date or no shows will be subject to a one (1) night room charges which will be automatically debited to the guest's credit card.
- Amendment Policy: Any amendment must be made forty-eight (48) hours prior to date of arrival.
- A credit card number is required to confirm and guarantee the reservation.