

ROOM RESERVATION FORM

**HICAP UPDATE SOUTHEAST ASIA 2010
26 – 27 MAY 2010**

Reservations received after 14 May 2010 will be subject to hotel availability.

A. Room Reservation Request

Title : Mr Mrs Mdm Ms

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

Company : _____

Designation : _____

Mailing Address : _____

City : _____ State : _____ Postal/Zip Code : _____

Country : _____ Phone : _____ Fax/Telex No : _____

Date of Arrival : _____ Date of Departure : _____ Number of Nights : _____

Flight Number / Arrival Time : _____ Flight Number / Departure Time : _____

(Check-in time : 2 pm, Check-out time : 1 pm)

• If you are arriving between midnight and the official check-in time, please make the reservation for the day before.

B. Room Type & Rate (Please tick appropriate box)

<input type="checkbox"/> Harbour View Room	<u>Swissôtel The Stamford</u>	<u>Preference</u>
	<input type="checkbox"/> S\$ 250.00 ++ (rooms only)	<input type="checkbox"/> Smoking <input type="checkbox"/> King
	<input type="checkbox"/> S\$ 270.00 ++ (Include daily ABF for one)	<input type="checkbox"/> Non-Smoking <input type="checkbox"/> Twin
<input type="checkbox"/> Fairmont Room	<u>Fairmont Singapore</u>	<u>Preference</u>
	<input type="checkbox"/> S\$ 270.00 ++ (rooms only)	<input type="checkbox"/> Smoking <input type="checkbox"/> King
	<input type="checkbox"/> S\$ 290.00++ (Include daily ABF for one)	<input type="checkbox"/> Non-Smoking <input type="checkbox"/> Twin

- Room rate is inclusive of 1 daily breakfast and for single occupancy.
- Any additional American Buffet Breakfast required will be chargeable at
 - * Swissotel the Stamford **S\$37.00++** per person per day
 - * Fairmont Singapore **S\$39.00++** per person per day
- All room rates are in Singapore Dollars and are subject to 10% service charge and prevailing goods & services tax

C. Room Guarantee

Please guarantee to my credit card : MASTERCARD VISA AMERICAN EXPRESS

Card Number : Expiry Date : _____

Card holder's name on credit card : _____
(Please print)

Signature : _____ Date : _____

Terms & Conditions

- Rooms will be confirmed only if guaranteed by credit card.
- Entire Duration charge is applicable for cancellation received after **19 May 2010** and for no-shows.
- This form is not valid for 3rd party authorisation, kindly contact hotel directly for this arrangement.

Official Use

Taken By : _____ Date/Time : _____

Confirmed By : _____