



Room Reservation Form
SFS Cavalcade Asia-Pacific 2018
13 – 15 December 2018

To: Ms Ratih Sujendi, Administrative Executive
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Submission Deadline: 10 December 2018 (Monday)

Personal Particulars

Name(s) as per passport (Prof / Dr / Mr / Mrs / Ms)			
Company & Address			
Telephone		Fax	
Email			
Arrival Date & Time			
Departure Date & Time			

Number of Rooms: _____ **Room Type:** _____

Hotel	Room Category	Room Rate	Inclusion
Orchard Rendezvous Hotel	Deluxe Room (Single)	S\$195++ subject to taxes	Daily buffet breakfast for 1 person, Wifi access & airport shuttle bus to hotel (Only for arrivals)
	Deluxe Room (Twin)	S\$225++ subject to taxes	Daily buffet breakfast for 2 persons, Wifi access & airport shuttle bus to hotel (Only for arrivals)

Remarks / Special Request: _____

Method of Payment: AMEX / MasterCard / VISA / JCB

Credit Card Holder Name: _____

Credit Card Number: _____

Credit Card Expiry: _____

IMPORTANT INFORMATION

- ❖ All room charges and incidental charges will be borne by individual guest and must be settled upon check out either by cash or credit card, unless stated otherwise.
- ❖ The credit card details given will be used as a mode of guarantee for the booking.
- ❖ The guest will be billed the entire length of stay if cancellation is made 48 hours prior to arrival or if there is a no-show.
- ❖ Any extension request within 48 hours prior to arrival subjected to room availability.
- ❖ Check-in time is 1400 hours and check-out time is 1200 hours. For early check-in, a full day room rate will be levied. For late check-out till 1800 hours is at the applicable day use rate and check-out after 1800 hours is at full day charge, subject to room availability.
- ❖ Please inform us of any changes of your reservation in writing via email.
- ❖ Rates are inclusive of complimentary airport shuttle upon arrival to the hotel.
- ❖ Rooms are subjected to availability upon confirmation.
- ❖ Rooms rate are non-commissionable

Orchard Rendezvous Hotel, Singapore, 1 Tanglin Road S247905

Business Registration 42183700D

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