

# RESERVATION FORM

## ICCEC 2017

(25<sup>th</sup> – 27<sup>th</sup> May 2017)



Please send this form via fax to: (65) 6645 0808 OR  
 Email this form to: [reservations@innotelhotel.com.sg](mailto:reservations@innotelhotel.com.sg)  
[/ sales@innotelhotel.com.sg](mailto:sales@innotelhotel.com.sg)

11 Penang Lane. Singapore 238485  
 Tel: (65) 6327 2727 Fax: (65) 6645 0808

COMPLETE DETAILS IN FULL				
<b>Title</b>	<input type="checkbox"/> Mr / <input type="checkbox"/> Mrs / <input type="checkbox"/> Ms / <input checked="" type="checkbox"/> Dr / <input type="checkbox"/> Prof / <input type="checkbox"/> Others (Please specify):			
<b>Given Name</b>		<b>Family Name</b>		
<b>Company Name</b>				
<b>Tel No.</b>		<b>Fax No.</b>		
<b>E-mail Address</b>				
<b>Check-in Date</b>		<b>Flight Details</b>		
<b>Check-out Date</b>		<b>Flight Details</b>		
ACCOMMODATION				
<b>ROOM CATEGORY</b> Inclusive of breakfast , free wifi and internet TV	ROOM RATE			
	Rate per room/night			
<b>Superior (Single)</b>	<input type="checkbox"/> S\$180.00++			
<b>Superior ( Twin/Double)</b>	<input type="checkbox"/> S\$195.00++			
<b>Bedding Preference</b> (Subject to availability)	<input type="checkbox"/> Double Room (King Bed*)		<input type="checkbox"/> Twin Room (2 Single Beds*)	
<b>Name of Additional Guest(s)</b>	1)			
<b>Comments</b>				
CREDIT /DEBIT CARD GUARANTEE		CARD TYPE: <input type="checkbox"/> AMEX / <input type="checkbox"/> MASTER CARD / <input type="checkbox"/> VISA / <input type="checkbox"/> UNIONPAY / <input type="checkbox"/> JCB		
<b>Card No</b>		<b>Expiry Date</b>		<b>CCV No</b>
<b>Name on Credit/Debit Card</b>		<b>Cardholder's Signature</b>		

**Note / Terms & Condition:**

- Room rates are in Singapore Dollar and are subject to 10% service charge, and prevailing Goods & Services Tax (GST), unless otherwise stated.
- Any cancellation must be received no later than Tuesday, April 25, 2017, failing which one night cancellation charge will be imposed.
- One night cancellation charge will be imposed in case of No Show.
- All reservations must be guaranteed by credit card for the full duration of stay booked.
- Check-in time is 1400hrs. Check in before 1400hrs is subject to room availability unless the room is pre-blocked one night in advance, for which the charges of an additional full day will be levied at the confirmed rate.
- Check-out time is 1200hrs. All late check-out requests after 1200hrs are subject to availability. A 50% discount off the existing room rate will be levied for late check-out by 1800hrs and a full day charge will be levied after 1800hrs.
- The rates quoted are specially meant for this group only. It cannot be used as a future reference to other bookings.  
**Please note that without receiving the room confirmation from the hotel, the above reservation will not be valid.**

**OFFICIAL USE ONLY:**

<input type="checkbox"/> Reservation is CONFIRMED.	<input type="checkbox"/> Unable to confirmation reservation.
<b>Confirmation Number:</b>	
Attended by:	Date: