

**HOTEL RESERVATION FORM**

**Contact:**  
Reservations Department

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**IECQ Meeting**

**11 - 12 April 2019**

All bookings are subject to room availability and after 22 March 2019, best available rate will apply.

<b>PARTICULARS</b>	<b>Salutation:</b>	
	<b>Family Name:</b>	<b>Given Name:</b>
	<b>Designation:</b>	<b>Company:</b>
	<b>Country:</b>	<b>Telephone:</b>
	<b>Email:</b>	

<b>TRAVEL DETAILS</b>	<b>Passport No:</b>	<b>Passport Expiry:</b>
	<b>Date of Birth:</b>	<b>Nationality:</b>
	<b>Additional Guest Name:</b>	
	<b>Passport No:</b>	<b>Passport Expiry:</b>
	<b>Date of Birth:</b>	<b>Nationality:</b>
	<b>Arrival Date:</b>	<b>Departure Date:</b>
	<b>Arrival Flight:</b>	<b>Departure Flight:</b>

<b>ROOM CATEGORY</b>	Room Type	Rate*	Special Requests**	Check-In Date	Check-Out Date
	<input type="checkbox"/>	Standard Room (King Bed)	S\$225++ per day with 1 daily breakfast & internet		
<input type="checkbox"/>	Superior Room (King/Twin Bed)	S\$240++ per day with 1 daily breakfast & internet			
<b>Other special requests:</b>					

\* Rates are subjected to 10% service charge & prevailing Goods & Services Tax (GST).

\*\* Subject to availability & additional fees may apply.

**Please Note:**

- Check-in time is at 2:00pm and check-out time is 12:00pm
- All reservations must be guaranteed with a credit card, failing which the booking will not be processed.
- Please provide flight details whenever possible
- A confirmation email will be sent to you once the booking has been made.
- Non-cancellation
- Bookings are on First Come First Served, subject to room availability
- Subsequent Rooms required after which will apply subjected to Hotel's Availability and Room Rates
- Upon Confirmation of Room Reservations, any cancellation subject to full charges

**To guarantee your reservation, kindly provide your credit card details in the space below:**

Name on Credit Card:

Card Number:         -     -     -

Card Type:  Visa  Mastercard  American Express  Diners  JCB

Expiry Date:   /     (mm/yyyy)

By providing my credit card details, I hereby authorise Novotel Singapore Clarke Quay to charge my credit card to guarantee my reservation.

Credit Card Signature

Date

All information are kept confidential and used only for purposes as noted above.

**Thank You for choosing the Novotel Singapore Clarke Quay, we look forward to welcoming you.**