

HOTEL RESERVATION FORM

Contact:
Reservations Department
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Singapore Institution of Safety Officers - APOSHO **6 - 9 September 2017**

PARTICULARS	Salutation:	
	Family Name:	Given Name:
	Designation:	Company:
	Country:	Telephone:
	Email:	

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

ROOM CATEGORY	Room Type	Rate*	Special Requests**	Check-In Date	Check-Out Date
	<input type="checkbox"/>	Standard King	S\$215++ with 01-breakfast and Wifi access		
<input type="checkbox"/>	Superior Twin	Upgrade at additional S\$25++ per room per night			
Other special requests**:					

* 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. Final payment to be settled upon check-out.
- Please provide flight details whenever possible
- A confirmation email will be sent to you once the booking has been made.
- Non-cancellation. Otherwise, full cancellation charges are applicable
- 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
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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.