



SINGAPORE
CLARKE QUAY

HOTEL RESERVATION FORM

177A, River Valley Road
Singapore 179031

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CMT - Centre for Management Technology 7 - 9 November 2012

Please return the completed form to Novotel Singapore Clarke Quay by 6 Oct 2012

All bookings are subjected to rooms availability and after 6 Oct 2012, best available rate may apply.

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"/> Queen Standard	S\$255.00++ with 1 breakfast & internet	<input type="checkbox"/> Smoking		
	<input type="checkbox"/> Queen Standard	S\$270.00++ with 2 breakfast & internet	<input type="checkbox"/> Non-Smoking		
	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.
- Please provide flight details whenever possible
- A confirmation email will be sent to you once the booking has been made.
- For cancellations 14 to 8 days prior to the arrival, one night accommodation will be charged to the credit card.
- For cancellations less than 7 days prior to the arrival, the full stay will be charged to the credit card.

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.