



SINGAPORE
CLARKE QUAY

HOTEL RESERVATION FORM

177A, River Valley Road
Singapore 179031

Contact:
Ms Tan Hwee Ling
Business Services Manager
T: +65 6433 8634
F: +65 6338 4266
E: h5993-sm6@accor.com

CMT - Centre for Management Technology 28-31 May 2013

Please return the completed form to Novotel Singapore Clarke Quay by 28 April 2013

All bookings are subject to room availability and after 28 April 2013, best available rate will 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/ Time:	Departure Date/ Time:
Arrival Flight:	Departure Flight:	

ROOM CATEGORY	Room Type	Rate*	Special Requests**	Check-In Date	Check-Out Date
	<input type="checkbox"/>	Queen Standard	S\$270++ with 1 breakfast & internet	<input type="checkbox"/> Smoking	
<input type="checkbox"/>	Twin Superior	S\$310++ with 2 breakfast & internet	<input type="checkbox"/> Non-Smoking		
Additional Breakfast available at S\$15.00++ per pax per day					
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

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.