



SINGAPORE
CLARKE QUAY

HOTEL RESERVATION FORM

177A, River Valley Road
Singapore 179031

Contact:
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CMT - Centre for Management Technology (30th June - 1st July 2015)

Reservation forms must be completed and returned no later than 1st June.

Rooms are limited and subjected to availability.

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 room	S\$250++ with 1 daily breakfast & internet	<input type="checkbox"/> Smoking	
<input type="checkbox"/>			<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

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.