

**Singapore Business & Professional Women's Association
Room Reservation Form**

15 to 17 October 2010

**GRAND COPTHORNE
WATERFRONT HOTEL**

392 Havelock Road
Singapore 169663

To: Raymond Seah (Mr)
Direct Tel: + 65 6233 1017 Fax: + 65 6233 1072
Direct Email: raymond.seah@grandcophorne.com.sg/
sales@grandcophorne.com.sg

Please return the reservation form by 15 August 2010 via email directly to Raymond Seah upon completion. Thereafter, rooms are subject to availability at Hotel's best available rate.

COMPLETE DETAILS IN FULL			
Title: _____ Mr / Mrs / Ms / Dr (please circle the correct one)			
Guest Given/First name: _____		Guest Family/Last name: _____	
Check in: _____		Flight No. / Estimated Time of Arrival: _____	
Check out: _____		Flight No. / Estimate Time of Departure: _____	
No of Rooms: _____		No of Guests: _____	
ROOM CATEGORY	ROOM RATE		
<input type="checkbox"/> Superior Room	S\$ 190.00 ++ room only		
<input type="checkbox"/> Deluxe Room	S\$ 220.00 ++ room only		
<input type="checkbox"/> Breakfast	S\$ 15++ per day per person		
Request for Smoking or Non Smoking Rooms (subject to rooms' availability) <input type="radio"/> Smoking <input type="radio"/> Non Smoking			
Contact Person: _____		Designation: _____	
Company Name _____			
Company Address: _____			
Contact Nos: (O) _____ (F) _____ E-mail: _____			
AIRPORT LIMOUSINE TRANSFER ARRANGEMENT	Yes	Yes	No
Transport (BMW 5 Series / Mercedes E Class) - S\$70.00 ++ per transfer ** Midnight surcharge of S\$15.00 ++ applies for trips between 2300hrs to 0700hrs	<input type="checkbox"/> From Airport	<input type="checkbox"/> To Airport	<input type="checkbox"/> Not required
CREDIT CARD GUARANTEE (MUST BE GIVEN)	CARD TYPE: AMEX / MASTER CARD / VISA / DINERS / JCB		
Card No: _____	Expiry Date ((mm-yy): _____		
Cardholder's name on credit card: _____	Cardholder's Signature: _____		

Note / Terms & Condition:

- Rates quoted are subjected to 10% service charge & 7% Goods and Services Tax per room night, unless stated as nett.
- All reservations must be guaranteed by credit card for full duration of stay booked. Reservation is guaranteed upon confirmation. If there may be any cancellations from henceforth, a 1-night charge will be levied.
- Where cancellation is made less than 3 days to arrival, or when there is a No-Show, 100% of the total room charges will be levied as cancellation or no show charges.
- The rates quoted are specially meant for this group only. It cannot be used as a future reference to other bookings.
- The rates quoted are subject to increase should the arrival and departure dates change once the agreement has been signed by both parties.
- Check in time is at 1400 and check out time is at 1200.

Please note that without receiving the room confirmation from the hotel, the above reservation will not be valid.

OFFICIAL USE ONLY:

<input type="checkbox"/> Reservation is CONFIRMED. Confirmation Number: _____	<input type="checkbox"/> Unable to confirmation reservation.
Attended by: _____	Date: _____