



ACCOMMODATION BOOKING FORM
NTU - ENERGY RESEARCH INSTITUTE
23 - 26 OCTOBER 2017

Please return directly to: CARLTON HOTEL SINGAPORE

76 Bras Basah Road Singapore 189558 Tel: (65) 6338 8333

Contact:

Ms Pooja Sharma

Tel: (65) 6311 8202 Fax: (65) 6338 3208 Email: pooja.sharma@carltonhotel.sg

Ms Sonia Chew

Tel: (65) 6311 8150 Fax: (65) 6338 3208 Email: sales2@carltonhotel.sg

A. ROOM RESERVATION

Deluxe Room

- S\$250.00++ per room per night inclusive of daily buffet breakfast for 01 person and high-speed broadband access
- S\$270.00++ per room per night inclusive of daily buffet breakfast for 02 persons and high-speed broadband access

Executive Room

- S\$270.00++ per room per night inclusive of daily buffet breakfast for 01 person and high-speed broadband access
- S\$290.00++ per room per night inclusive of daily buffet breakfast for 02 persons and high-speed broadband access

Premier Room

- S\$290.00++ per room per night inclusive of daily buffet breakfast for 01 person and high-speed broadband access
- S\$310.00++ per room per night inclusive of daily buffet breakfast for 02 persons and high-speed broadband access

All rates quoted are subject to 10% service charge, prevailing 7% goods and services tax, valid for this event only and in Singapore dollars. Room type is subject to availability upon reservation.

Please complete this form and return to us by **Monday, 18 September 2017**. Any form received after this date, the room category and room rate will be subject to availability and changes.

Kindly read the terms and conditions of the reservation form before submission.

B. YOUR PARTICULARS

Name of Guest:

First Name: _____ Family Name: _____
(Prof, Dr, Mr, Miss, Mrs, Ms)

Telephone: _____ Telefax: _____ E-Mail: _____

Arrival Date: _____ Flight No.: _____ E.T.A.: _____

Departure Date: _____ Flight No.: _____ E.T.D.: _____

C. PAYMENT

Payment method (Please tick one):

- Visa Card
- MasterCard Card
- American Express

Visa/MasterCard/Amex No. _____

Expiry Date: _____

Full Name: _____ Signature: _____



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D. IMPORTANT INFORMATION / TERMS & CONDITIONS

1. The above rates are **applicable from 23 – 26 October 2017 only**. Any booking for other dates will be subject to room availability at the prevailing rates.
2. All room requests are based on first come first serve basis. In the event if there is no available room category as per requested, we will advise you the next available room category at the prevailing rate.
3. **All rooms are guaranteed by individual guests' credit card given prior arrival.**
4. Kindly be informed that a non-refundable and non-transferrable prepayment of one night deposit will be charged for every successful confirmation of booking, and balance duration of stay will be paid by individual guest upon check-out. Note that we will request for credit card details to be included in the reservation form.
5. In the event of **NO-SHOW** on the day of arrival, Postponement, Cancellation or Shortening of stay of confirmed reservation, a cancellation charge based on one night charge for each room blocked.
6. Check-in time at the hotel is 1400hrs. For early arrival, we would like to recommend reservation to be pre-blocked one-night before the actual arrival date for guaranteed check-in.
7. Check-out time at the hotel is 1200hrs. Late check-out till 1800hrs will be chargeable at 50% of the room rate and a full room night charge will be levied for late check-out after 1800hrs.
8. By signing this form, the booker / guest agrees to the terms and conditions stipulated in this form.

E. CREDIT CARD FRONT / BACK COPY

FRONT COPY

BACK COPY