



**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:

Mr Alvin Lok

Tel: (65) 6311 8182 Fax: (65) 6338 3208 Email: [alvin.lok@carltonhotel.sg](mailto:alvin.lok@carltonhotel.sg)

Ms Sonia Chew

Tel: (65) 6311 8150 Fax: (65) 6338 3208 Email: [sales2@carltonhotel.sg](mailto: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, 25 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