



<b>HOTEL RESERVATION FORM FOR AEE Asia-Pacific Regional Conference</b> <b>EVENT DATES: 12 to 16 June 2023</b>
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\*Please send this completed page to **Ms Nur Faizah (nur.faizah@travelodgehotels.asia)**

GUEST DETAILS			
<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Prof <input type="checkbox"/> Others:		
<b>First Name:</b>		<b>Family/Last Name:</b>	
<b>Company:</b>		<b>Job Title:</b>	
<b>Address:</b>			
<b>Passport Number:</b>		<b>Date of Birth:</b>	
<b>Contact No:</b>	(Home)	(Mobile)	(Fax)
<b>Work Email:</b>			
ROOM RESERVATION DETAILS			
<b>Check In Date:</b>		<b>Flight No.:</b>	<b>ETA:</b>
<b>Check Out Date:</b>		<b>Flight No.:</b>	<b>ETD:</b>
<b>Room Rate &amp; Room Type Preference :</b> (Please tick where appropriate) <i>*Room type subject to availability</i>	<input type="checkbox"/> <b>Deluxe Room : S\$175++ per room per night inclusive breakfast and wifi for 01 person</b> <b>*Room Type:</b> <input type="checkbox"/> Queen Bed <span style="margin-left: 200px;"><input type="checkbox"/> Two Single Beds</span>		
			
<input type="checkbox"/> Additional Breakfast for 2 <sup>nd</sup> occupancy @ S\$15++ per person			
<b>Special Requests/Remarks :</b>			
<b>MODE OF PAYMENT (Please select preferred method of Payment)</b> <b>*RESERVATION WILL ONLY BE FULFILLED UPON FULL PAYMENT RECEIPT</b>			
<input type="checkbox"/> <b>Bank Transfer</b> Please make payment in <b>SGD</b> to the following account: <b>PAMELA PROP – REVENUE ACCOUNT</b> <b>Bank Name: CIMB BANK BERHAD</b> <b>Bank Address: Raffles Place Branch (50 Raffles Place, #09-01, Singapore Land Tower, Singapore 048623)</b> <b>Account No: 2000656073 Bank Code: 7986 Branch Code: 001</b>			
<input type="checkbox"/> <b>Credit Card Payment – Online Payment Link will be sent through to the email address provided</b> Credit Card Type: MASTERCARD / VISA			

The rates above are quoted in **Singapore Dollars (SGD)** and is based on **per room per night** basis with each room at a maximum of 2 adults' capacity. (++) denotes 10% service charge and thereafter 8% goods and service tax.

### CANCELLATION /NO SHOW POLICY

- A cancellation charge equivalent to one night room charge is levied in the event of cancellation for each confirmed reservation.
- Any cancellations made within 14 days of arrival and no show on day of arrival is subject to full cancellation charge based on the total length of stay as per original room reservation request.

### BOOKING TERMS & CONDITIONS

- Room rate and category is subject to availability upon booking confirmation.
- Hotel check in time is after 2pm and check out time is at 12pm local time. For any early check in, an additional night charge is applicable. Any extension up to 6pm will be charged at 50% off the daily room rate and extension after 6pm is based on a full day room rate.
- Preferential rates are valid to event delegates attending the above event.