

**National University of Singapore
Asia Pacific Medical Education Conference (APMEC) 2019
Room Reservation Confirmation Form**

**GRAND COPTHORNE
WATERFRONT HOTEL**

Hotel Contact: Ms. Genevieve Lee
Direct Tel: +65 6233 1387 Fax: +65 6233 1166
Direct Email: genevieve.lee@millenniumhotels.com

392 Havelock Road
Singapore 169663

Tel: 65 6733 0880

Reservation – Tel: +65 6233 1122
Email: grprsvns.gcw@millenniumhotels.com

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 (Single)	S\$231.00+ per room night (inclusive of 01 Breakfast, Broadband)
<input type="checkbox"/> Superior Room (Double)	S\$253.00+ per room night (inclusive of 02 Breakfast, Broadband)

If required, Additional person, Breakfast can be arranged at S\$20.00++ per person o Yes o No
Request for Smoking or Non Smoking Rooms (subject to rooms' availability) o Smoking o Non Smoking

Contact Person: _____ **Designation:** _____

Company Name _____

Company Address: _____

Contact Details: (O) _____ (F) _____ **E-mail:** _____

Payment Method :
Personal Account (or)
Company Account

CREDIT CARD GUARANTEE _____ **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 or when there is a No-show, **full length of stay** charge will be levied as cancellation or no show charge.
- Bookings must be made before **Friday, 21 December 2018**.
- 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 1400hrs and check out time is 1200hrs**

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: _____