

Asia-Pacific Educational Assessment Conference 2015

10-11 September 2015
Kindly revert back to us latest 27 August 2015

Attn: **Ms Kelly Lim**
Assistant Director of Sales

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PLEASE RETURN THE RESERVATION FORM VIA EMAIL DIRECTLY TO THE HOTEL UPON COMPLETION

BOOKER INFORMATION		Hotel Confirmation No.:
Contact Person :		Date :
Company :		Telephone :
Fax :		Email :

TRAVEL GUEST INFORMATION	
Guest Name :	
Sharer (if any) :	
Company :	Designation :
Residential Address :	
Postal Code :	Country :
Tel :	Fax :
No. of Nights :	Email :
Arrival Date :	Arrival Flight & Time :
Departure Date :	Departure Flight & Time :

ACCOMMODATION REQUEST (Please select your accommodation requirements by ticking appropriate box and omitting bedding type)			
Room Category	Room Rates		
	Single (1 Person per room)		Double/Twin (2 Persons per room)
Deluxe	S\$255.00++ per room per night (Room inclusive breakfast & in room internet)	<input type="checkbox"/>	S\$275.00++ room per night (Room inclusive breakfast & in room internet)
Premier	S\$290.00++ per room per night (Room inclusive breakfast & in room internet)	<input type="checkbox"/>	S\$310.00++ per room per night (Room inclusive breakfast & in room internet)

AIRPORT TRANSFER REQUIREMENTS	
Limousine Transfer can be arranged, at S\$88.00nett per way (an additional S\$10.70nett per way, for transfers required between 2300 – 0700hrs)	
Arrange Arrival Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No	Arrange Departure Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No

RESERVATION GUARANTEE INSTRUCTIONS (Payment will be collected directly from guest at Hotel)	
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex <input type="checkbox"/> JCB	
Card Holder Name :	
Card Number :	Expiry Date :

Terms and Conditions

- All rooms reserved are inclusive of 10% service charge and prevailing government taxes.
- Rooms are subject to availability upon making of reservation & all bookings must be guaranteed by credit card. Kindly revert latest by **27 August 2015**. Thereafter, the room rates may vary at the point of reservation.
- In the event of no-show or cancellation upon receiving hotel's confirmation, a one night room rate will be charged to the credit card.
- You will receive an email from the Orchard Hotel Singapore with a confirmation number once your reservation has been processed.
- Check in time: 14:00 hrs, Check out time: 12:00 noon. For arrival before 1400 hrs, kindly pre-block your room a day earlier, subject to one night's additional charge. 50% of the room rate will be levied for any late check-out request till 18:00hrs, thereafter, the full day rate is applicable, subject to room availability.

Thank you for choosing the Orchard Hotel Singapore as your preferred choice of accommodation.

Signature: _____