



**ACCOMMODATION BOOKING FORM**  
**QS IN CONVERSATION 03 – 05 OCTOBER 2018**

**Please return directly to: CARLTON HOTEL SINGAPORE**

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

Contact:

Mr Alvin Lok

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Ms Sonia Chew

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**A. ROOM RESERVATION**

**Deluxe Room**

- S\$245.00++ per room per night inclusive of daily buffet breakfast for 01 person and high-speed broadband access
- S\$265.00++ 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 note that the room category and room rate will be subject to availability and changes upon confirmation.

**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.: \_\_\_\_\_

**Early Arrival:** Room Pre-blocked one day before arrival (subject to one night room charge)  YES  NO

(Note: All check-in are after 1400hrs unless room is pre-blocked)

**Guaranteed Late Check-Out:** From 1200hrs to 1800hrs (Subject to 50% of one night room charge)  YES  NO

After 1800hrs (Subject to full one night room charge)  YES  NO

(Note: All late check-out is subject to availability unless a guaranteed late check-out arrangement has been arranged)

**C. PAYMENT**

**Payment method (Please tick one):**

- Visa Card
- MasterCard Card
- American Express

Visa/MasterCard/Amex No. \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**D. IMPORTANT INFORMATION / TERMS & CONDITIONS**

1. 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.
2. **All rooms are guaranteed by individual guests' credit card given prior arrival.**
3. For guaranteed reservations, cancellations must be made at least 48 hours prior to arrival date. After which, a one-night no show charge will be levied per room reserved.
4. For non-guaranteed bookings, the hotel reserves the right to release the room/s by 1600hours on the day of arrival. Rooms reserved for subsequent nights will automatically be released for resale.
5. 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.
6. 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.
7. By signing this form, the booker / guest agrees to the terms and conditions stipulated in this form.