

**HOTEL RESERVATION FORM**  
**Singapore Management University**  
**QS in Conversation**

Please return this form to  
Reservations Singapore / Mr. Boey Zhi Peng / Mr. Kernard Koh  
Email To: [Boey.Zhipeng@fairmont.com](mailto:Boey.Zhipeng@fairmont.com) / [Kernard.Koh@fairmont.com](mailto:Kernard.Koh@fairmont.com)

**RESERVATION DETAILS**

|                 |  |                  |  |           |  |
|-----------------|--|------------------|--|-----------|--|
| Mr/ Mrs/ Ms/Dr  |  | First Name       |  | Last Name |  |
| Company         |  |                  |  |           |  |
| Job Title       |  |                  |  |           |  |
| Mailing Address |  |                  |  |           |  |
| City            |  | State/Country    |  | Zip Code  |  |
| Tel             |  | Fax              |  | Email     |  |
| Check-in Date   |  | Arrival Flight   |  | ETA       |  |
| Check-out Date  |  | Departure Flight |  | ETD       |  |

**ROOM RATES**

| Selection                | Room Type              | Room Rates (Single / Double) | Qty                      | King Bed                 | Twin Beds                | Preferences                          |
|--------------------------|------------------------|------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Fairmont Deluxe Room   | SGD300++ / SGD330++          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Non-Smoking |
| <input type="checkbox"/> | Swissotel Premier Room | SGD285++ / SGD315++          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Non-Smoking |
| Special Requirement:     |                        |                              |                          |                          |                          |                                      |

**Remarks:**

- All rates are based on per room per night and inclusive of one Buffet breakfast and Internet.
- Additional breakfast will be chargeable at S\$30.00++ per person per day
- All rates are in Singapore Dollars and are subject to 10% service charge and thereafter 7% GST.
- Preferences indicated are not on guaranteed basis but subject to availability.
- The official check-in time is 3pm.** Guests arriving prior to this time will be allocated rooms as soon as they become available. For all early check-ins, we strongly recommend that rooms are reserved and paid for the night before in order to guarantee early check-in.
- The official check-out time is 12noon.** A late check-out may be available for guests desiring this service. Guests should contact the Front Desk at least 24 hours prior to departure, and will be assessed a 50 percent room charge for checking out between 12noon and 6pm, and a full day room charge after 6pm.

**TRANSPORTATION**

I require a limousine airport transfer that will be charged to my room.

| Selection                | Vehicle          | Airport Pick-up                        | Airport Drop-off                       |
|--------------------------|------------------|--|--|
| <input type="checkbox"/> | Mercedes E-Class | <input type="checkbox"/> SGD \$107nett | <input type="checkbox"/> SGD \$107nett |

**Remarks:** Above price are nett in Singapore Dollars and based on per car per way.  
Midnight surcharge of SGD \$16.05nett is applicable for transfer between 2300-0700 hours.

**GUARANTEE (MANDATORY)**

A credit card guarantee is required at the point of reservation. A secure pay link will be sent out by our reservation team to input the credit card details.

**TERMS AND CONDITIONS**

- Reservation received is subjected to availability. Hotel will recommend higher room category based on SMU's Corporate Rate should the selected room be unavailable
- Any no-shows or cancellations received within 48 hours prior to arrival, a one night room charge will be imposed and charged to the individual's credit card.
- By providing above mentioned credit card details, cardholder agrees to the reservation guarantee policy.