



AN IHG® HOTEL
 SINGAPORE
 CLARKE QUAY

To: Rooms Reservation Department
Holiday Inn Express Singapore Clarke Quay
 2 Magazine Road, Singapore 059573

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Subject: Room Reservation Form for [Conference & Exhibition Management Services – Architecture & Building Services 2019 \(30 September to 6 October 2019\)](#)

Please fill in and tick where appropriate

CONTACT PERSON			
Names	Mr/Mrs/Ms	(First Name)	(Last Name)
Tel		Fax	
Mobile		Email	
GUEST(S) RESERVATION INFORMATION			
Guest Names	Mr/Mrs/Ms	(First Name)	(Last Name)
Sharer	Mr/Mrs/Ms	(First Name)	(Last Name)
VIP	Yes / No	Title/Position in the company	
Company Name			
Address			
		Country	
Tel		Fax	
Mobile		Email	

No. of Room			
Room Type	Single	Double	Twin
	S\$ 165 ++ per room per night <i>(inclusive of 2 buffet breakfast)</i>		
Arrival Date		Flight No	Time Hours
Departure Date		Flight No	Time Hours

Hotel's Initial: _____

Client's Initial: _____



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RESERVATION IS GUARANTEED BY:			
Credit Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> AMEX <input type="checkbox"/> JCB
Credit Card Number			Expiry Date
Name as it appears on Credit Card			CVC2 Code
Card holder's Signature			Date

ACCOUNT SETTLEMENT (Please tick where appropriate)	
<input type="checkbox"/> Personal Account	All guest room and incidental charges will be on guest's personal account, to be paid upon check-out

TERMS & CONDITIONS
<ul style="list-style-type: none"> * All rates quoted are valid from 30 Sep to 6 Oct 2019. * All rates quoted are subject to 10% service charge and 7% prevailing goods and services tax (GST). * Check-in Time is 1400 hours and check-out Time is 1200 hours. * Room assignment prior to check-in time at 1400 hours is subject to room availability. * Late check-out between 1200 hours and 1800 hours: Half-day rate, subject to room availability. Late check out after 1800 hours: full day charge, subject to room availability. * Holiday Inn Singapore Clarke Quay is a non-smoking hotel. Smoking within the hotel room will result in a mandatory penalty charge of S\$300.00 for the necessity of sanitizing the room to its original condition * All room categories are strictly for a maximum of 2 adults and 1 child below the age of 12 years * Holiday Inn Singapore Clarke Quay must receive this reservation form with completed details by 16 September 2019, Monday.

Hotel's Initial: _____

Client's Initial: _____