



SINGAPORE  
CLARKE QUAY

### HOTEL RESERVATION FORM

177A, River Valley Road  
Singapore 179031

Kindly Contact for  
Booking Arrangement:  
**Josephine/Fiona**  
Reservations  
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F: +65 6338 4266  
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E: h5993-sl4@accor.com

**Conference & Exhibition Management Services Pte Ltd (ABS) 1 - 3 October 2019**

All bookings are subject to room availability and after 11 September 19, best available rate will apply.

<b>PARTICULARS</b>	<b>Salutation:</b>	
	<b>Family Name:</b>	<b>Given Name:</b>
	<b>Designation:</b>	<b>Company:</b>
	<b>Country:</b>	<b>Telephone:</b>
	<b>Email:</b>	

<b>TRAVEL DETAILS</b>	<b>Passport No:</b>	<b>Passport Expiry:</b>
	<b>Date of Birth:</b>	<b>Nationality:</b>
	<b>Additional Guest Name:</b>	
	<b>Passport No:</b>	<b>Passport Expiry:</b>
	<b>Date of Birth:</b>	<b>Nationality:</b>
	<b>Arrival Date:</b>	<b>Departure Date:</b>
	<b>Arrival Flight:</b>	<b>Departure Flight:</b>

<b>ROOM CATEGORY</b>	<b>Room Type</b>	<b>Rate*</b>	<b>Special Requests**</b>	<b>Check-In Date</b>	<b>Check-Out Date</b>
<input type="checkbox"/>	<b>Standard Room King (Single)</b>	<b>S\$250++ with 1 breakfast &amp; internet</b>			
<input type="checkbox"/>	<b>Superior Room King (Single)</b>	<b>S\$255++ with 1 breakfast &amp; internet</b>			
<b>Other special requests**:</b>					

\* Rates are subjected to 10% service charge & prevailing Goods & Services Tax (GST).

\*\* Subject to availability & additional fees may apply.

**Please Note:**

- Check-in time is at 2:00pm and check-out time is 12:00pm
- All reservations must be guaranteed with a credit card, failing which the booking will not be processed.
- Please provide flight details whenever possible
- A confirmation email will be sent to you once the booking has been made.
- For cancellations 90 days prior to the arrival, 50% Cancellation will be charged to the credit card.
- For cancellations 45 days prior to the arrival, 75% Cancellation will be charged to the credit card.
- For cancellations less than 14 days prior to the arrival, the full stay will be charged to the credit card.

**To guarantee your reservation, kindly provide your credit card details in the space below:**

Name on Credit Card: \_\_\_\_\_

Card Number:     -     -     -

Card Type:  Visa  Mastercard  American Express  Diners  JCB

Expiry Date:   /     (mm/yyyy)

By providing my credit card details, I hereby authorise Novotel Singapore Clarke Quay to charge my credit card to guarantee my reservation.

Credit Card Signature

Date

All information are kept confidential and used only for purposes as noted above.

**Thank You for choosing the Novotel Singapore Clarke Quay, we look forward to welcoming you.**