**ROOM RESERVATION REQUEST FORM FOR PARTICIPANTS**

**OF IEEE 1914 WG**

 (Valid from 07 Oct 2019 – 11 Oct 2019)

Kindly fill up details in RED (\*) column and delete where necessary.

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| **COMPLETE DETAILS IN FULL** |
| \*Title: | Choose an item.  |
| \*First Name: |   | Passport No: |  |
| \*Last Name: |   | Job Title: |  |
| \*Arrival Date: |   | Flight Details Arrival: |  |
| \*Departure date: |   | Flight Details Departure: |   |
| Email: |  | Reservation made on (date) |   |
| Company: |   |

|  |  |  |
| --- | --- | --- |
| **Room Type***(Refurbished)* | **Rates (Single)** | **Rates (Double)** |
| **Deluxe Plus Room** | **S$218.00++ per room per night*** Daily breakfast for 1 persons
* Free Wi-Fi connectivity for multiple devices
 | [ ]  | **S$233.00++ per room per night*** Daily breakfast for 2 persons
* Free Wi-Fi connectivity for multiple devices
 | [ ]  |
| **Premier Club Room** | **S$258.00++ per room per night**(inclusive of club benefits)* See list below
 | [ ]  | **S$278.00++ per room per night**(inclusive of club benefits)* See list below
 | [ ]  |

All the rates are in Singapore dollars and are subject to 10% service charge and 7% GST unless specified as nett. All bookings must be made directly with the hotel. In the event of a revision of rates within the year prior notification will be given.

**BENEFITS OF PREMIER CLUB ROOMS**

* Complimentary minibar (replenishment will be done once daily)
* Personalized check-in and check-out at the Premier Lounge.
* Extended check-out time upon availability.
* Choice of complimentary breakfast for every registered guest in any of the 3 venues:
* Premier Lounge, Spices Café or Room Service Complimentary use of Premier Lounge meeting room for 2 hours per stay. Subsequent hours are chargeable.
* Complimentary Wi-Fi connectivity for multiple devices for all guests and at the Premier Lounge excluding the meeting room. Complimentary laundry or pressing of two (2) pieces daily per room which is non-accumulative (excludes dry cleaning) Evening Cocktails; including beer and house pouring wines. Guests are entitled to invite only one guest for Evening Cocktails.

**Options of Payment Method (Credit Card or TT):**

|  |
| --- |
| \***CREDIT CARD GUARANTEE** |
| [ ]  Master | [ ]  Visa | [ ]  American Express |
| Card No: |  | Expiry Date: |  |
| Cardholder’s Name: | Enter your first name |

\*Please provide credit card details to guarantee your bookings. Kindly note that for guaranteed reservations at time of booking, rooms are held until hotel check-out time the day following arrival and non-guaranteed reservations will be subject to 6pm release on the day of arrival.

**CANCELLATION POLICY**

The Hotel reserves the right to charge for the individual guest for the full duration of stay for any cancellation or release of rooms made after 2 days (48 hours) prior arrival date for guaranteed bookings.

**Please be advised that your reservations will only be deemed as confirmed when you have received this form back from our Reservations Department with the confirmation number given.**

**RESERVATIONS ASSISTANCE**

For any assistance, please contact us via email or telephone to any of the following:

**Reservations Department**:Email **-** Direct tel: +65 67398303/043 8855 / Hotel General Tel: +65 67338855

**Delphina Tan (Sales Secretary)**:Email: delphina.tan@concorde.net  Tel: +65 6739 8365

**Momoko Sumiya (Sales Manager**:Email:momoko.sumiya@concorde.net  Tel: +65 6739 8323