**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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](mailto:delphina.tan@concorde.net)  Tel: +65 6739 8365

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