

HOTEL ROOM RESERVATION REQUEST FORM

Attention: Ms Suharty B. Osman

Telephone: (65) 6885 3030 / Facsimile : (65) 6336 5079

Email : mosin-grp@mohg.com



The exclusive room rates offered are for delegates of SMART Expo – 28 to 29 March 2009. Please send your request directly to Mandarin Oriental, Singapore via fax (65) 6336 5079 or email: mosin-grp@mohg.com. All requests must be received by **13 March 2009**. Confirmation of requests received after this date will be subject to room availability.

Room Rates (Please check where appropriate)

- Deluxe Room at S\$230.00++ per room per night (Inclusive of One or Two Buffet Breakfasts)
- Deluxe Room at S\$200.00++ per room per night (Room Only)
- Smoking Non-smoking King Bed Twin Bed *(On request and subject to availability)*

Room rates are subject to 10% service charges and 7% Goods & Services Tax.

Salutation: Dr / Mr / Mrs / Miss

Last Name : _____ First Name : _____

Telephone : _____ Fax/email : _____

Arrival Date : _____ Flight No : _____ Time : _____

Departure Date : _____ Flight No : _____ Time : _____

Limousine transfer

- Mercedes 'E' Class (1 – 2 persons with bags) One-way at S\$105.00 Nett per way
- Mercedes 'S' Class (2 – 3 persons with bags) One-way at S\$150.00 Nett per way

Note: Midnight surcharge at S\$15.00++ will be levied if limousine transfer is required between 2200 to 0700 hours.

Name on Credit Card	:	
Booking Guaranteed to Credit Card Number	:	
Type of Credit Card	:	
CVV Number	:	
Expiry Date	:	

Please note:

- Official Check-in time is 1400 hours. If you wish to guarantee early availability of your room before 1400 hours, you should reserve your room the night before at an additional night's charge by indicating this on the form. Otherwise, early arrivals are subject to availability upon check-in.
- Official Check-out time is 1200 hours. Use of room from 1200 to 1800 hours can be arranged and confirmed at 50% of the agreed room rates. Full day's rate will be chargeable for use of room beyond 1800 hours.
- Credit Card detail / deposit is required to guarantee your reservation.
- A penalty charge for all room nights reserved shall be levied for any no-shows.
- In the event of any cancellation made within **14 days prior to guest's arrival (13 March 2009)**, a cancellation charge of full duration of stay shall apply. This will be billed to the credit card on file.
- For guaranteed reservations, the room will be held for the late arrival.
- A cancellation number is given out whenever cancellation is made. *Please take note of this number for reference regarding cancellation of guaranteed reservation.*

Hotel's Official Acknowledgement:

We are pleased to confirm your reservation above. Please note your confirmation number is # _____
Kindly print this confirmation slip and produce this at the Front Desk upon your check-in.

Confirmed by Reservation Agent : _____ Date _____