

ROOM RESERVATION FORM

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**National University of Singapore
 9th ASIAN LAW INSTITUTE CONFERENCE**

(30 May – 2 June 2012)

Please reserve the room as follow (*Please tick*):

<u>Room Type</u>	<u>Single</u>	<u>Twin/Double</u>
<input type="checkbox"/> Gallery Room	S\$200.00	S\$220.00
<input type="checkbox"/> Glazzhaus Room	S\$220.00	S\$240.00
<input type="checkbox"/> Bookend Club Room	S\$250.00	S\$270.00

- ❖ Rates are in Singapore Dollars and inclusive of daily breakfast, unless otherwise stated as Room Only.
- ❖ *Reservation without credit card details will only be held till 1800 hours of the day of arrival.*
- ❖ *Rates quoted are only valid strictly for **delegates of 9TH ASIAN LAW INSTITUTE CONFERENCE (NUS) only.***
- ❖ *Rates are in Singapore Dollars and subject to 10% service charge and 7% GST.*
- ❖ *Room requested is subject to availability upon reservation.*
- ❖ *The above rates are valid for reservation made and confirmed before **14 May 2012***

Name	:	
Type of Credit Card	:	Visa/Mastercard/Diners/AMEX/JCB
Expiry Date	:	
CVV number	:	
Arrival Date / Flight Details	:	
Departure Date / Flight Details	:	
Remarks	:	

I hereby guarantee my reservation with the above-mentioned credit card, and all costs to be charged to it.

I fully understand that any cancellation is to be made 24 hours prior to arrival. Any late cancellation or no-show, a one night room rate, inclusive of taxes will be charged to the above credit card.

I have noted the hotel's check in time is 1400 hours on the day of arrival and the hotel is unable to guarantee any early check in. However, the hotel will make every effort to accommodate any check in prior to the check in time. Room shall be available on a confirmed basis before 1400 hours on the day of checking-in only if the room is pre-blocked for one night in advance, for which the charge of an additional day will be levied.

Check out time is at 1200 hrs on the day of departure. Use of room from 1200 hours to 1800 hours on the day of departure can be arranged for which an additional charge equivalent to 50% of the room rate will be levied. The full rates for an additional day will be chargeable for use of room beyond 1800 hours on the day of departure.

 Signature / Date