



# PARK HOTEL

CLARKE QUAY

## National University of Singapore 9<sup>th</sup> Asian Law Institute Conference 30 May – 02 June 2012

Please fax this form directly to Sales Dept @ (65) 6593 8893 or email: [derek.chang@parkhotelgroup.com](mailto:derek.chang@parkhotelgroup.com) / [fince.oei@parkhotelgroup.com](mailto:fince.oei@parkhotelgroup.com)

### IMPORTANT NOTES:

- **Kindly ensure that this reservation form reaches us latest by 01 April 2012. Any request beyond this date is subject to the room and rate availability.**
- Room(s) confirmed shall be made available for occupancy after 1400hrs on the date of check-in & the check out time is at 1200hrs. If you are arriving earlier than official check-in time (1400hrs), a pre-block is require a day before.
- Reservation request should be submitted with a credit card detail and is subject to a one-night deposit by credit card.
- In the event of "No-Show", the hotel will levy a charge for one-night stay to the credit card.
- Room rate is based on per room per night (single occupancy) and subject to 10% service charge and 7% government tax.

COMPLETE DETAILS IN FULL		
Guest Name (1) :	MR / MRS / MS / MDM	(please underline family name)
Company :	Designation:	
Passport Number :	Date of birth:	
Address :		
Tel No :	Fax No :	Email :

FLIGHT DETAILS		
Arrival Date:	Flight No:	Arrival Time:
Departure Date:	Flight No:	Departure Time:

**Please circle the room category you prefer. Additional SGD20.00++ per guest per day for double occupancy.**

Superior room		Deluxe room	
Room inclusive of Internet access	Room inclusive of 01 buffet breakfast and internet access	Room inclusive of Internet access	Room inclusive of 01 buffet breakfast and internet access
SGD210.00++	SGD220.00++	SGD230.00++	SGD240.00++

CREDIT CARD GUARANTEE		
<input type="checkbox"/> American Express Card no/Exp:	<input type="checkbox"/> Master Card Card no/Exp:	<input type="checkbox"/> Visa Card Card no/Exp:
Cardholder's name on credit card:		

I hereby guarantee my reservation with the above-mentioned credit card and all costs to be charged to it. I understand that should there be a no-show or cancellation, I will be charge for the one-night duration of my stay, inclusive of taxes. <b><i>This is applicable only for guest personal credit card.</i></b> For corporate credit card or 3 <sup>rd</sup> party credit card, additional document is required (we will advise you accordingly).	
Signature:	Date:

To check or amend your reservation, you may call (65) 6593 8819 or 6593 8822 or email: [josephine.lee@parkhotelgroup.com](mailto:josephine.lee@parkhotelgroup.com) / [fince.oei@parkhotelgroup.com](mailto:fince.oei@parkhotelgroup.com)