

20 Hotel Reservations

To be returned by: **16 October 2009**

Please complete and return to:

Shangri-La Hotel, Singapore
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20.1 Hotel Reservations (Shangri-La Hotel)

(EMA171109)

CUT OFF DATE : 16 October 2009, thereafter, all rooms will be subject to guest room and rate availability.

PLEASE INDICATE YOUR PARTICULARS:

Surname : _____ First Name : _____
Title/Company : _____ Telephone : _____
Address : _____
Country : _____ City : _____
Passport No : _____ Expiry Date : _____
Place of Issue : _____ Date of Issue : _____

ACCOMMODATION

- Single Double Smoking Non-Smoking
 Tower Wing Deluxe Room (S\$235++ / S\$255++ (Single/Double) inclusive of daily breakfast)

Above room rate is subject to 10% service charge and 7% GST.

Arrival Date : _____ Flight/ETA : _____
Departure Date : _____ Flight/ETD : _____

Transfer Arrangement: Please mark [X] if airport transfer is required

[] Arrival Transfer [] Departure Transfer

Transfer to and from the airport is at S\$145.00+ per trip and subject to 7 % GST. Surcharge of S\$11.00+ is applicable for arrivals/departure between 2300 - 0700 hours. The Hotel requires at least 2 hours prior notification for any amendment or cancellation. Failing which, a full limousine charge will be levied.

CHECK-IN TIME IS 2.00 PM. To guarantee early check-in, please book one night before. CHECK-OUT TIME IS 12 NOON. Extended use of rooms till 6.00pm on day of departure is subject to half day's rate. Thereafter, is subject to full day's rate. Reservations must be accompanied by a **one room night's deposit** either by credit card or bank draft payable to "Shangri-La Hotel Limited" as guarantee for booking.

*** Any no show, shortening of stay and cancellation on confirmed reservations will be subjected to full charge of the entire reservation period to the cardholder's credit card.**

Credit Card

Number Expiry Date

Cardholder's signature

Order form only valid with complete company details

Company Name: Stand No:
Fax: Tel: Email:
Contact: Date & Signature: