



Room Reservation Form

Please email to Mr. Jamir S. Crisostomo at jamir@fareast.com.sg

(Preferential room rate is on first come first serve basis. Thereafter room and rate is subject to availability)

Personal Particulars

Guest Name (Prof / Dr / Mr / Mrs / Ms)			
Organization			
Telephone		Email	
Arrival Date		Flight Details	
Departure Date		Flight Details	

Number of Rooms : _____

Remarks / Special Request : _____

Method of Payment : Personal Account

Credit Card to Guarantee : Amex / XVisa / Mastercard / Diners (*Please select*)

Credit Card Number : _____ Exp. Date _____

Signature : _____

*** An acknowledgement will be sent to you upon confirmation of your room reservation**

NOTES

- The check in time is from 1400 hrs on the day of arrival. In the event of early check in before 1400 hrs, to ensure rooms are ready prior to our official check in time, one-night from above rate will be charged to pre-block the room the night before.
- Check out time is 1200 hrs on the day of departure. For late checkout till 1800 hrs, additional 50% of room rate will apply. Thereafter, 01 night room rate will apply.
- All room(s) reservation(s) must be guaranteed by credit card. Reservation(s) form(s) must be completed with flight details and returned with a signature (as per credit card) on or before **6 May 2015**
- Room cancellation received with less than 14 days notice prior to arrival date will be charged 1 night.
- Full duration of stay will be levied for no show or shorten stay
- Rates are subject to 10% service charge and 7% government prevailing tax.

For Hotel Use

Your reservation is confirmed / unable to confirmed

Confirmation Number : _____

Remarks : _____

1 Tanglin Road, Singapore 247905 Telephone: (65) 67371133 Facsimile: (65) 62359436 (Sales)

Website: www.orchardparade.com.sg

Far East Hotel