

**HOTEL RESERVATION FORM (EVENT RATE)**  
**Nanyang Technological University - ICBK Conference**  
**16-19 November 2018**

**To:** Call Centre MICE Reservations  
 Email: [groups@rwsentosa.com](mailto:groups@rwsentosa.com)

Address: 8 Sentosa Gateway, Singapore 098269  
 Tel: +65 65777980 Fax: +65 65778895

Website: [www.rwsentosa.com](http://www.rwsentosa.com)  
 EH: 6612713

**A: Guest Information**

Salutation: Prof / Dr / Mr / Mrs / Ms Nationality: \_\_\_\_\_

Family / Last Name: \_\_\_\_\_ Given / First Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Accompanying Person's Name (if any) \_\_\_\_\_ Flight Number/ Arrival Time: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ \*official check-in time is after 1500 hrs

Departure Date: \_\_\_\_\_ Flight Number/ Departure Time: \_\_\_\_\_

\*official check-out time is prior 1100 hrs

\*If you are arriving between midnight and the official check-in time, please make the reservation one day prior to the date of arrival.

**B: Room**

<b>Please select choice of hotel</b>	<b>Room Rates</b>	<b>Room Preferences (Subject to availability)</b>
Equarius Hotel Deluxe Room	<b>S\$310.00++</b> per room per night (Inclusive of one breakfast & internet access for up to 2 devices)	<input type="checkbox"/> King <input type="checkbox"/> Twin
Equarius Hotel Deluxe Room	<b>S\$335.00++</b> per room per night (Inclusive of two breakfasts & internet access for up to 2 devices)	<input type="checkbox"/> King <input type="checkbox"/> Twin

\*Additional person (3<sup>rd</sup> occupant) is charge at **S\$70.00++** per adults per night. (Maximum number of guest allowed in a room is 3 Adults)

\*Additional walk-in breakfast at **S\$39.00++ (weekday) & S\$44.00++ (weekend & Public Holiday)** per adult per day/ **S\$19.50++ (weekday) & S\$22.00++ (weekend& Public Holiday)** per child per day

\*All rates quoted are in Singapore Dollars and are subject to 10% service charge ("Service Charge") and prevailing goods & services ("GST")

\*All late check-outs are subject to availability and the applicable room rates. Late check-out after 11:00am and before 6pm will be charged at 50% of the applicable room rate for one (1) night. Check-out after 6:00pm will be charged at 100% of the applicable room rate for one (1) night. Official check in: 1500hrs / check out: 1100hrs

**C: Room Guarantee**

Please guarantee to my credit card: **VISA / MASTER / AMEX**

Credit Card Number

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Card holders name

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Expiry Date

**[MM]**

**[YYYY]**

Signature

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**Terms & Conditions**

- The "Event rate" is valid for stay period of 16 November 2018 – 19 November 2018 only and applicable for bookings made before **16 October 2018**.
- All reservations are subject to rooms' availability at the time of the reservation
- In the event that the above mentioned "Event rate" is not available at the time of the reservation, best available rate will be quoted
- A credit card number is required to confirm and guarantee the reservation.
- Bed type subject to availability upon check in.
- Official check in: after 1500 hrs / Check out: before 1100 hrs.
- Pre / Post date will be based on Best Available Rates.
- Early Departure Policy: Guests who shorten their stay before their original scheduled departure date will be charged full stay room charge.
- All cancellations or changes must be made by writing via email ([groups@rwsentosa.com](mailto:groups@rwsentosa.com)) or fax (6577 8895) at least forty-eight (48) hours prior to arrival date or no-show will be subjected to one (1) night room charges which will be automatically debited from guest's credit card given in this form.