

**National Neuroscience Institute  
Room Reservation Form**

**GRAND COPTHORNE  
WATERFRONT HOTEL**

392 Havelock Road  
Singapore 169663

To: Room Reservations  
Direct Tel: + 65 6233 1122 Fax: + 65 6233 1166  
Direct Email: [Rsvns.GCW@millenniumhotels.com](mailto:Rsvns.GCW@millenniumhotels.com)  
Cc: [michael.soriano@millenniumhotels.com](mailto:michael.soriano@millenniumhotels.com)  
& [puiling.chan@millenniumhotels.com](mailto:puiling.chan@millenniumhotels.com)

*Please return the reservation form 14 prior to arrival via email directly to Reservation upon completion.  
Subject to availability*

COMPLETE DETAILS IN FULL			
Title:			
Guest Given/First name:		Guest Family/Last name:	
Check in:		Flight No. / Estimated Time of Arrival:	
Check out:		Flight No. / Estimate Time of Departure:	
No of Rooms:		No of Guests:	
ROOM CATEGORY	ROOM RATE		
<input type="checkbox"/> Superior Room (Single)	S\$210.00 ++ per room night (inclusive of one (01) breakfast and unlimited internet access)		
<input type="checkbox"/> Superior Room (Double)	S\$ 230.00 ++ per room night (inclusive of two (02) breakfasts and unlimited internet access)		
If required, International Buffet Breakfast can be arranged at S\$20.00++ per person		<input type="radio"/> Yes	<input type="radio"/> No
Request for Smoking or Non Smoking Rooms (subject to rooms' availability)		<input type="radio"/> Smoking	<input type="radio"/> Non Smoking
Other Comments/ Requests: _____			
Contact Person:		Designation:	
Company Name			
Company Address:			
Contact Nos:	(O) _____	(F) _____	E-mail: _____
AIRPORT LIMOUSINE TRANSFER ARRANGEMENT	Yes	Yes	No
Transport (BMW 5 Series / Mercedes E Class) - S\$90.00 Nett per transfer ** Midnight surcharge of S\$10.00 Nett applies for trips between 2300hrs to 0659hrs	<input type="checkbox"/> From Airport	<input type="checkbox"/> To Airport	<input type="checkbox"/> <u>Not required</u>
CREDIT CARD GUARANTEE	CARD TYPE: AMEX / MASTER CARD / VISA / DINERS / JCB		
Card No:	Expiry Date (mm-yy):		
Cardholder's name on credit card:	Cardholder's Signature:		

**Note / Terms & Condition:**

- Rates quoted are subjected to 10% service charge & 7% Goods and Services Tax per room night, unless stated as nett.
- All reservations must be guaranteed by credit card for full duration of stay booked. Reservation is guaranteed upon confirmation. If there may be any cancellations from henceforth, a 1-night charge will be levied.
- Upon reservation, a non-refundable deposit equivalent to a night room rate and taxes is required to secure the booking. In the event of cancellation, no show or shorten of stay, hotel reserves the right to impose a penalty charge based on the entire length of stay. The rates quoted are specially meant for this group only. It cannot be used as a future reference to other bookings.
- The rates quoted are subject to increase should the arrival and departure dates change once the agreement has been signed by both parties.
- Check in time is at 1400hrs and check out time is 1200hrs

*Please note that without receiving the room confirmation from the hotel, the above reservation will not be valid.*

**OFFICIAL USE ONLY:**

<input type="checkbox"/> Reservation is CONFIRMED. Confirmation Number:	<input type="checkbox"/> Unable to confirmation reservation.
Attended by:	Date:
Group Code:	