

**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
Cc: michael.soriano@millenniumhotels.com
& puling.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:	