

**GIHep Singapore 2010
19 to 20 June 2010**

**GRAND COPTHORNE
WATERFRONT HOTEL**

To: Victor Chin (Director of Sales)
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392 Havelock Road, Singapore 169663
 Tel no.: (65) 6733 0880
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Please return the reservation form by 18 May 2010 (**Tuesday**) via fax or email directly to the hotel upon completion. Thereafter, rooms are subject to availability at Hotel's best available rate.

COMPLETE DETAILS IN FULL			
Title:		Mr / Mrs / Ms / Dr / Prof / Others: _____ (please circle the correct one / specify)	
Given/First name:		Family/Last name:	
Company Name:		Job Title:	
Address			
Passport Number:		Date of Birth:	
Contact Details		Tel:	Fax: E-mail:
ROOM CATEGORY (subject to availability)		ROOM RATE	
<input type="checkbox"/> Superior Room (Inclusive of 01 daily buffet breakfast & complimentary internet access)		S\$240.00++ per room per night	
<input type="checkbox"/> Deluxe Room (Inclusive of 01 daily buffet breakfast & complimentary internet access)		S\$260.00++ per room per night	
If required, additional buffet breakfast can be arranged at S\$25.00++ per person per day		o Yes o No	
Check in:		Flight Details:	
Check out:		Flight Details:	
Room Preference: o King-Size Bed		o Twin-Bed	
o Non-Smoking Room		o Smoking Room (Request is subject to availability)	
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 subject to 10% service charge and 7% Goods & Services Tax (GST).
- All reservations must be guaranteed by credit card for the full duration of stay booked.
- Should there be any cancellation made less than 3 weeks prior to arrival for confirmed reservations, a one night cancellation charge will be levied.
- Should there be any shortening of stay when the guest has already checked-in, the hotel will proceed to charge based on the original entire duration of stay.
- Check-in time is 1400hrs. Check in before 1400hrs is subject to room availability unless the room is pre-blocked one night in advance, for which the charges of an additional full day will be levied at the confirmed rate.
- Check-out time is 1200hrs. All late check-out requests after 1200hrs are subject to availability. A 50% discount off the existing room rate will be levied for late check-out by 1800hrs and a full day charge will be levied after 1800hrs.
- The rates quoted are specially meant for this group only. It cannot be used as a future reference to other bookings.

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: _____