

HOTEL RESERVATION FORM



2010 World Engineering Education Forum

15 - 22 October 2010

Please return the completed form to **Marina Bay Sands, Reservations Department**, at email: groups@marinabaysands.com, tel: +65 6688 8889, or fax : +65 6688 8899 by **Friday, 24 September 2010**.

All bookings are subject to room availability and the best rate available after **Friday, 24 September 2010**.

Salutation:	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Others (please specify):
Family Name:					Given Name:
Designation:					Company:
Address:					
City / State:					Country:
Telephone:	()	Fax:	()
Email:					

PARTICULARS

Passport No.:	Passport Expiry:
Date of Birth:	Nationality:
Additional Guest Name:	
Passport No.:	Passport Expiry:
Date of Birth:	Nationality:
Arrival Date:	Departure Date:
Arrival Flight:	Departure Flight:

TRAVEL DETAILS

Room Type	Rate*	Special Requests**	Number of Nights
<input type="checkbox"/> King	SGD 290.00++ (room only)	<input type="checkbox"/> Smoking	_____ nights
<input type="checkbox"/> Double-Double	SGD 360.00++ (room only)	<input type="checkbox"/> Non-Smoking	

Please let us know of any special requests you may have, so that we can make every effort to ensure your stay is comfortable.

Other special requests:

ROOM CATEGORY

* Rates are subject to 10% service charge and prevailing Goods and Services Tax (GST).
 ** Subject to availability.

Please note:

- Check-in time begins at 3:00pm and check-out time is by 11:00am
- All reservations must be guaranteed with a credit card. Please provide flight details if applicable
- Please be advised that cancellation of booking must be made at least 14 days prior to arrival date. Thereafter, a cancellation fee equivalent to one night's room charge subject to prevailing service charge and tax will be charged to your credit card
- In the event of no-show, one night's room charge and prevailing service charge and tax will be charged to your credit card
- A confirmation letter will be sent to you once the booking has been made

To guarantee your reservation, kindly provide your credit card details in the space below:

Name on Credit Card: _____

Card Number: - - -

Card Type: Visa MasterCard American Express Diners JCB

Expiry Date: / (mm/yyyy)

By providing my credit card details, I hereby authorise Marina Bay Sands Pte Ltd to charge my credit card to guarantee my reservation.

Credit Card Signature: _____ Date: _____

Thank you for choosing Marina Bay Sands, we look forward to welcoming you!