

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):		PARTICULARS
Family Name:	Given Name:	
Designation:	Company:	
Address:		
City / State:	Country:	
Telephone: ()	Fax: ()	
Email:		

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

Room Type	Rate*	Special Requests**	Number of Nights	ROOM CATEGORY
<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		
<i>Please let us know of any special requests you may have, so that we can make every effort to ensure your stay is comfortable.</i> Other special requests:				

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