

**IBO Workshop
10-12 September 2010**

**GRAND COPTHORNE
WATERFRONT HOTEL**

To: **Derek Chan** (Sales Manager)
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392 Havelock Road, Singapore 169663
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*Please return the reservation form by **09th August 2010 (Monday)** via email directly to the above contact upon completion. Thereafter, rooms are subject to availability at Hotel's best available rate.*

COMPLETE DETAILS IN FULL			
Title: _____ Mr / Mrs / Ms / Dr (please circle the correct one)			
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	S\$260.00nett per room night (Inclusive of 01 Daily Breakfast, Internet & 2-way School Transfer)		
<input type="checkbox"/> Deluxe Room	S\$290.00nett per room night (Inclusive of 01 Daily Breakfast, Internet & 2-way School Transfer)		
Additional Daily Breakfast at S\$25.00nett per person		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Request for Smoking or Non Smoking Rooms (subject to rooms' availability)		<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking
Contact Person:		Designation:	
Company Name			
Company Address:			
Contact Nos: (O) _____		(F) _____ E-mail: _____	
AIRPORT LIMOUSINE TRANSFER ARRANGEMENT		Yes	No
Transport (Mercedes E200) - S\$80.00 ++ per transfer ** Midnight surcharge of S\$12.00 ++ applies for trips between 2300hrs to 0700hrs	<input type="checkbox"/> From Airport	<input type="checkbox"/> To Airport	<input type="checkbox"/> Not required
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.
- Where cancellation is made less than 14 days to arrival, or when there is a No-Show, 100% of the total room charges will be levied as cancellation or no show charges.
- 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.

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: _____