 **HOTEL RESERVATION FORM**

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| **SIT / APPLIED LEARNING CONFERENCE 2020****SCSITB1 / Conf: 2258858 / PM: 90059** | **29th January – 1st February 2020** |

Please return the completed form to **Marina Bay Sands, Group Reservations Department**.

(email: groups@marinabaysands.com) by **Monday, 30th December, 2019 (Cut-Off Date)**. All bookings are subject to room availability and the best rate available after **Monday, 30th December, 2019 (Cut-Off Date)**.

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| **Salutation:** | [ ]  Dr | [ ]  Mr | [ ]  Mrs | [ ]  Ms | [ ]  Others(please specify):      | **PARTICULARS** |
| **Family Name:** |       | **Given Name:** |       |  |
| **Designation:** |       | **Company:** |       |  |
| **Address:** |       |  |
|  |       |  |
| **City / State:** |       | **Country:** |       |  |
| **Telephone:** | (   )      | **Fax:** | (   )      |  |
| **Email:** |       |  |

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| **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:** |       |

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| --- | --- | --- | --- | --- |
| **Room Type** | **Rate\***  | **Inclusions** | **Number of Nights** | **ROOM CATEGORY** |
| [ ] Deluxe King | SGD400.00++ inclusive of Internet Access (This rate is limited to 10 rooms only). Subsequent rooms shall be subjected to a different rate as stipulated in the respective Hotel Reservation Form) | [ ] 01 Daily breakfast at SGD45.00++ per day[ ]  02 Daily breakfasts at SGD90.00++ per day |      nights |
| *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:      |

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

**Please note:**

* Check-in time begins at 3:00pm and check-out time is by 11:00am
* All reservations must be guaranteed with a valid credit card. The credit card guarantor takes full responsibility of all charges related to the room booking, including cancellation, etc.
* This booking is not confirmed until a confirmation letter is sent to you.
* Once booking is confirmed, no cancellation is allowed. Full cancellation charges applies, subject to prevailing service charge and tax, will be charged to credit card provided. In the event of no-show, full booking duration charges applies, subject to prevailing service charge and tax, will be charged to credit card provided.
* Room rate indicated above is pre-negotiated by the Organizer for the stay period of **29th January 2020 to 1st February 2020 (03 nights)**, and are

 subject to availability at the time of booking and booking must be received no later than **Monday, 30 December, 2019 (Cut-Off Date).** Any stay period outside the above dates and subsequent bookings received after the Cut-Off Date, will be subjected to further confirmation on room category availability and rates to be advised by Hotel.

* Airport transfer is available (subject to additional charges) upon request.

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

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| --- | --- |
| Name on Credit Card: |       |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Card Number: |   |   |   |   | - |   |   |   |   | - |   |   |   |   | - |   |   |   |   |

|  |  |
| --- | --- |
| Card Type: | [ ]  Visa [ ]  MasterCard [ ]  American Express [ ] JCB [ ] Diners |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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.

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| --- | --- | --- |
| Credit Card Signature:  |  | Date: |