



Attn: **MR SULIANTO TEE** DID: (65) 6739-8320 FAX : (65) 6235-0743 HOTLINE: (65) 6733-8855

Please email to Sulianto.tee@concorde.net

**Singapore Actuarial Society
Hotel Reservation Form 2019**

Please indicate accordingly

RESERVATION **AMENDMENT** **CANCELLATION**

TRAVEL GUEST INFORMATION

Guest Name : _____
(Please underline the Family Name)

Organization : _____

Address : _____

Tel : _____ **Country** : _____

No. of Nights : _____ **Fax** : _____

Arrival Date : _____ **Email** : _____

Departure Date : _____ **Arrival Flight/Time** : _____

Departure Flight/Time : _____

ACCOMMODATION REQUEST (Please select your accommodation requirements by ticking appropriate box)

Room Category	Room Rates	
	Single Occupancy (1 person)	Double Occupancy (2 persons)
Deluxe	S\$210.00++ per room per night (Daily Buffet Breakfast & Free Wi-Fi) <input type="checkbox"/>	S\$225.00++ per room per night (Daily Buffet Breakfast & Free Wi-Fi) <input type="checkbox"/>
Deluxe Plus	S\$230.00++ per room per night (Daily Buffet Breakfast & Free Wi-Fi) <input type="checkbox"/>	S\$245.00++ per room per night (Daily Buffet Breakfast & Free Wi-Fi) <input type="checkbox"/>
Premier Club	S\$280.00++ per room per night (inclusive of Club Benefits – Breakfast, Free minibar, 2 pcs laundry & Evening Cocktails) <input type="checkbox"/>	S\$300.00++ per room per night (inclusive of Club Benefits – Breakfast, Free minibar, 2 pcs laundry & Evening Cocktails) <input type="checkbox"/>

ADDITIONAL REQUIREMENTS

	Yes	No
Airport Limousine Transfer		
➤ Arrival	<input type="checkbox"/>	<input type="checkbox"/>
➤ Departure	<input type="checkbox"/>	<input type="checkbox"/>

Airport Limousine Transfer is at **S\$85.00nett** per way

Remarks / Requests:

BILLING / GUARANTEED INSTRUCTIONS

In order to secure your reservation, please provide the credit card information to **Concorde Hotel** directly so as to receive your confirmation asap.

Please e-mail your completed reservation form to Sulianto.tee@concorde.net

- All rooms reserved are in Singapore Dollars and subject to 10% service charge and prevailing government taxes.
- Rooms are subject to availability upon making of reservation & all bookings must be guaranteed by credit card.
- Check-In Time is at 1400hours and Check-Out Time is at 1200hours. Early Check-In or late Check-Out is subject to rooms' availability. Check out after 1200 hours but before 1800 hours will be charged at 50% of the applicable room rates. A full day charge will apply for check out after 1800 hours.
- For guaranteed reservations, should there be a "No Show" full duration as "No-Show" will be charged.
- Cancellation notice is 48 hours prior to arrival date. Failing to no show or shorten stay, may result in a charge of 1 night per room to either guarantor or guest credit card.
- Official confirmation of your reservation will be sent by Concorde Hotel Singapore.

NOTE: There is limited Deluxe Rooms blocked for this event. Once used up, the next available category of rooms & rates will be applicable.

**Thank you for choosing Concorde Hotel Singapore as your choice of accommodation.
We look forward to welcoming you to the Concorde Hotel Singapore soon.**