

**APRICOT 2013**

Singapore Network Information Centre (SGNIC) Pte Ltd / February 2013

**HOTEL RESERVATION FORM**

**Note: Kindly read the booking terms and conditions below. Please download & print this form.**

Salutation	Mr	Mrs	Ms	Dr	Prof
Guest Name	Surname		First Name		
Email					
Address					
Contact No.	Include international prefix and area code, if necessary				

Additional Guest/s in Room:

Guest Name	Surname	First Name
Guest Name	Surname	First Name

**HOTEL INFORMATION**

ROOM TYPE	ROOM RATE	Tick the preferred room
<b>Executive Twin</b> (2 Single Beds) ET/ST <i>Available from 18-25 Feb 2013 only, extension to 1 Mar 2013 is subject to room availability.</i>	S\$ 160.00++ per room / per night	
<b>Deluxe Queen</b> (2 Queen-Sized Beds)	S\$ 205.00++per room / per night	
<b>Deluxe King</b> (1 King-Sized Beds)	S\$ 205.00++per room / per night	

- Free internet access. \$10++ per breakfast is optional.
- Room is based on single or twin-share. Extra person/bed is charged \$50++ per night.
- Rates quoted in Singapore Dollars per room night subject to 10% Service Charge and 7% applicable GST.
- Hotel check-in time is 2:00pm and check-out time is 12nn. If you expect to arrive earlier than the check-in time, rooms are subject to availability or you may wish to make your hotel reservation for the day before if you require guaranteed check-in on arrival.
- Check out time is 12:00noon. For any extension of stay until 6:00pm, a 50% charge of the room rate will be imposed and thereafter, a full day's rate will be charged. Any changes in check in / check-out time, please notify the Front Desk at 6885 7888.

<b>Check-in Date</b>		Flight No	ETA
<b>Check-out Date</b>		Flight No	ETD
<b>Special Request</b>	requests are subject to availability		

<b>TOTAL AMOUNT PAYABLE</b>	Room Rate	S\$	X		x 1.177	=	S\$
			number of nights stay		Service charge & Taxes		

**PAYMENT INFORMATION & CREDIT CARD AUTHORIZATION**

Credit Card Type:  Visa  Mastercard  American Express  Other \_\_\_\_\_

Card Number:

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Expiration Date:

Security Code:

d	d	m	m	y	y
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Please deduct the sum of \_\_\_\_\_ from my above card in payment of my/our room charges.

Name of Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

By signing I hereby authorize RELC International Hotel to charge the amount for the reservation made to my credit card detailed above. This authorization shall remain in force until I have expressly revoked it by notice in writing delivered to and received by you.

**NOTE: Please enclose photocopy of Credit Card Front & back.**

**Condition For Refund:**

*For any refund of prepayment made through AMEX or DINERS there will be an administrative charge imposed*

**TERMS AND CONDITIONS**

Reservations can be made by sending your completed form via:

	SALES DEPARTMENT	RESERVATIONS DEPARTMENT
<b>Fax</b>	(65) 6885 7863	(65) 6739 9976
<b>Email</b>	<a href="mailto:isabelita.paas@relc.org.sg">isabelita.paas@relc.org.sg</a>	<a href="mailto:reservations@relcih.com.sg">reservations@relcih.com.sg</a>
<b>Attention to</b>	Isabelita Paas	Pat or Zorah
<b>Contact Number (DID)</b>	(65)6885 7806	(65) 6885 7800

**Deadline** – Make your reservations before **17 December 2012** to guarantee a room at the Singapore Network Information Centre (SGNIC) Pte Ltd special rate. Rooms are subject to availability after the deadline. Reservations received after the deadline will be charged as walk-in rate. Bookings are on first-come-first-served basis.

**Reservation Guarantee** – All reservations have to be guaranteed by credit card (kindly furnish credit card authorization form). Otherwise, please advise us if wish other mode of payment. An imprint of credit card will be obtained upon your arrival for billing purpose. Email or fax back signed copy of this booking confirmation letter. The Hotel reserves the rights to release reservation if no confirmation is received as aforesaid.

**Early Departure Policy** – **plan your departure date carefully!** Be certain you have correctly specified your departure date. **There is a fee equal to one night accommodation per day for early departure** – if you check out of your room before the departure date arranged in your reservation.

**Cancellation Policy** – Cancellations (in writing) must be received 14 days prior to arrival date to avoid a cancellation fee equal to one night’s room and tax.