

BOOKING FORM

International Baccalaureate Organization

7-10 September 2017

To: Jess Wong, Group Co-ordinator @ jesswong@fareast.com.sg
 Cc: Eva Lau, Senior Sales Manager @ evalau@fareast.com.sg

A. HOTEL

Hotel	Address
Rendezvous Hotel Singapore	9 Bras Basah Road Singapore 189559

B. ROOM RESERVATION (Please tick accordingly)

Room rate per night	Room Type
\$200++ per room per night – Single	<input type="checkbox"/> Deluxe Room (Single)
\$225++ per room per night – Twin-Sharing ** Validity: to book by 24 th July 2017	<input type="checkbox"/> Deluxe Room (Twin-Sharing)
Deluxe Room Inclusions:- Daily breakfast(s) & Unlimited broadband	

All rates quoted are subject to 10% service charge, prevailing government taxes, valid for this event only and in Singapore dollars. Room types are subject to availability upon reservation. The Hotel reserves the right to change without prior notice.

Arrival date : _____ Flight No. : _____ E.T.A.: _____

Departure : _____ Flight No. : _____ E.T.D.: _____

C. YOUR PARTICULARS

Given Name: _____ Family Name: _____

Organization: _____

Address: _____

City/Zip/Postal Code: _____ Country: _____

Telephone: _____ Fax: _____ E-Mail: _____

Name of guest sharing room with (if applicable)

(Prof, Dr, Mr, Miss, Mrs, Ms)

(Given Name): _____ *Family Name :* _____

D. PAYMENT METHOD (Please tick one):

Visa Card
 MasterCard Card
 American Express

Visa / MasterCard / Amex No.: _____
 Expiry Date: _____

Name on Card: _____
 Signature: _____

IMPORTANT INFORMATION

- All room charges and incidental charges will be borne by individual guest and has to be settled upon check out either by cash or credit card, unless stated otherwise.
- The credit card details given will be used as a mode of guarantee for the booking.
- The guest will be billed the entire length of stay if cancellation is made within 3 days before the arrival date or if there is a no-show.
- Any amendment within 7 days before the date of arrival to each confirmed room reservation resulting in a reduced length of stay would be subjected to a room charge equivalent to the full length of stay as confirmed during reservation.
- Check-in time is 1400 hours and check-out time is 1200 hours. For early check-in, a full day room rate will be levied. For late check-out till 1800 hours is at the applicable day use rate and check-out after 1800 hours is at full day charge, subject to room availability.
- Please inform us of any changes of your reservation via email.