



INTERNATIONAL POWERED ACCESS FEDERATION S.E.A

RESERVATION FORM

Kindly email or fax the completed form to Kaixuan Goh / Nora

Tel: (65) 6500 6161 / Fax: (65) 6223 1681
Email: Nora.abdullah@millenniumhotels.com /
Kaixuan.goh@millenniumhotels.com

NOTE: Reservation forms **MUST** be received by Hotel on or before **04 July 2016**, to be guaranteed the rate for preferred room type. Otherwise, Deluxe Rooms will be subject to availability upon the point of confirmation.

New Booking Amendment Cancellation

Guest Name : Mr. / Ms. / Dr. _____

Email address : _____ Tel: _____

Name of Organization : _____

Arrival Date : _____ Flight No: _____ ETA: _____

Departure Date : _____ Flight No: _____ ETD: _____

No. of Room(s) : _____

Room Type : Deluxe Room

Remarks : Smoking Room Non-smoking Room

Room Rate (Please select one) : S\$218.00++ per room per night, inclusive of One Breakfast & Broadband Access (Single)
 S\$238.00++ per room per night, inclusive of Two Breakfasts & Broadband Access (Twin Share)

***Room rate quoted are in Singapore Dollars, subjected to 10% service charge and 7% prevailing government taxes.**

Transfer Arrangement (Please select one) : Airport Limousine transfer can be arranged at S\$85.60 Nett inclusive of 7% GST per way. Midnight Charge at S\$10.70 Nett will be levied if transfer is required between 2200 hrs to 0700 hrs.

Transfer required Transfer **not** required

I wish to guarantee the above reservation. My credit card details are as follows:

Credit Card : AMEX DINERS MASTER VISA JCB

Name of Cardholder : _____ Signature: _____

Credit Card Number : _____ Expiry Date: _____

Billing Instructions : All Charges to guest's personal account

Terms & Conditions:

- Above rates are valid for bookings from **19 July to 21 July 2016** only.
- Bookings are subject to availability or confirmation upon acknowledgement back by the reservation form.
- Check-in time is at 1400 hrs. Check-out time is at 1200 hours. Late check-out beyond 1400 hrs but before 1800 hrs will be charged 50% of the room rate. A **full-day** charge will be levied for late check-out beyond 1800 hrs.
- All room charges are on personal account and payment must be settled in full upon departure.
- Once confirmed, Room Reservation will email you a Confirmation Number for this booking.

Pre-block (kindly tick the box if required)

There will be an additional one night charge levied for any room guaranteed for early check-in before 1400 hrs. Please tick box if you require early occupation of rooms if you are on an early morning flight in.

Guarantee

- A valid credit card or cash is required as guaranteed upon reservation.

Early Departure

- An early departure fee will be charged to any guest who checks out of the hotel before the scheduled departure date. To avoid paying the early departure fee, all guests should inform any changes in departure date 24 hours prior to the scheduled departure date or upon check in.

Cancellation Policy

- One (1) night room charge will be levied on guest's account for any cancellation made less than two (2) working days prior to arrival date.

No Show

- In the event if the guest does not show up, one (1) night room charge will be charged to the credit card provided. Non-guaranteed rooms will be released at 1600 hrs daily.

For Official Use

Hotel confirmation number : _____

Acknowledgement by Reservation Agent : _____ Date: _____

For more information: www.ipaf.org/asiaconference