

**DHI Water & Environment (S) Pte Ltd
ICBWM 2010
Room Reservation Form
1 – 4 NOV 2010**

**GRAND COPTHORNE
WATERFRONT HOTEL**

To: Kiyomi Tsuge (Ms)
Direct Tel: + 65 6233 1131 Fax: + 65 6233 1072
Direct Email: kiyomi.tsuge@grandcopthorne.com.sg/
sales@grandcopthorne.com.sg

392 Havelock Road
Singapore 169663

Please return the reservation form by September 01 (Wednesday) via email directly to Kiyomi Tsuge upon completion. Thereafter, rooms are subject to availability at Hotel's best available rate.

COMPLETE DETAILS IN FULL			
Title: _____ Mr / Mrs / Ms / Dr (please circle the correct one)			
Guest Given/First name:		Guest Family/Last name:	
Check in:		Flight No. / Estimated Time of Arrival:	
Check out:		Flight No. / Estimate Time of Departure:	
No of Rooms:		No of Guests:	
ROOM CATEGORY	ROOM RATE		
<input type="checkbox"/> Superior Room	S\$ 230.00 ++ including 01 Daily Breakfast		
<input type="checkbox"/> Deluxe Room	S\$ 260.00 ++ including 01 Daily Breakfast		
<input type="checkbox"/> Club Room	S\$ 290.00 ++ inclusive Club Benefits for one person		
<input type="checkbox"/> Club Deluxe Room	S\$ 320.00 ++ inclusive Club Benefits for one person		
If additional Buffet Breakfast can be arranged at S\$25.00++ per person <input type="checkbox"/> Yes <input type="checkbox"/> No			
In room High Speed Internet access can be arranged at S\$28.00 nett per day (24 hours) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Request for Smoking or Non Smoking Rooms (subject to rooms' availability) <input type="checkbox"/> Smoking <input type="checkbox"/> Non Smoking			
Contact Person:		Designation:	
Company Name			
Company Address:			
Contact Nos: (O) _____		(F) _____ E-mail: _____	
AIRPORT LIMOUSINE TRANSFER ARRANGEMENT	Yes	Yes	No
Transport (Mercedes E200) - S\$80.00 ++ per transfer ** Midnight surcharge of S\$15.00 ++ applies for trips between 2300hrs to 0700hrs	<input type="checkbox"/> From Airport	<input type="checkbox"/> To Airport	<input type="checkbox"/> Not required
CREDIT CARD GUARANTEE	CARD TYPE: AMEX / MASTER CARD / VISA / DINERS / JCB		
Card No:	Expiry Date ((mm-yy):		
Cardholder's name on credit card:	Cardholder's Signature:		

Note / Terms & Condition:

- Rates quoted are subjected to 10% service charge & 7% Goods and Services Tax per room night, unless stated as nett.
- All reservations must be guaranteed by credit card for full duration of stay booked. Reservation is guaranteed upon confirmation. If there may be any cancellations from henceforth, a 1-night charge will be levied.
- Where cancellation is made less than 14 days to arrival, or when there is a No-Show, 100% of the total room charges will be levied as cancellation or no show charges.
- The rates quoted are specially meant for this group only. It cannot be used as a future reference to other bookings.
- The rates quoted are subject to increase should the arrival and departure dates change once the agreement has been signed by both parties.

Please note that without receiving the room confirmation from the hotel, the above reservation will not be valid.

OFFICIAL USE ONLY:

<input type="checkbox"/> Reservation is CONFIRMED. Confirmation Number: _____	<input type="checkbox"/> Unable to confirmation reservation.
Attended by: _____	Date: _____