 **HOTEL RESERVATION FORM**

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| **World Workplace Asia Conference 2015** | **August 02, 2015 to August 05, 2015** |

Please return the completed form to **Marina Bay Sands, Group Reservations Department** (email: groups@marinabaysands.com) by **Thursday, July 02, 2015 (Cut-Off Date) .** All bookings are subject to room availability and the best rate available after **Thursday, July 02, 2015 (Cut-Off Date).**

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| **Salutation:** | [ ]  Dr | [ ]  Mr | [ ]  Mrs | [ ]  Ms | [ ]  Others (please specify):       | **PARTICULARS** |
| **Family Name:** |       | **Given Name:** |       |  |
| **Designation:** |       | **Company:** |       |  |
| **Address:** |       |  |
|  |       |  |
| **City / State:** |       | **Country:** |       |  |
| **Telephone:** | (     )       | **Fax:** | (     )       |  |
| **Email:** |       |  |

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| **Passport No.:** |       | **Passport Expiry:** |       | **TRAVEL DETAILS** |
| **Date of Birth:** |       | **Nationality:** |       |
| **Additional Guest Name:** |       |
| **Passport No.:** |       | **Passport Expiry:** |       |
| **Date of Birth:** |       | **Nationality:** |       |
| **Arrival Date:** |       | **Departure Date:** |       |
| **Arrival Flight:** |       | **Departure Flight:** |       |

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| **Room Type** | **Rate\***  | **Special Requests\*\*** | **Number of Nights** | **ROOM CATEGORY** |
| [ ]  King[ ]  Double-Double | [ ]  DeluxeSGD365.00++ (Includes Internet Access) |  |        nights |
| **Airport Limousine Pick up** **at S$225.00 NETT per way** *(Please tick if required):*Please furnish us your credit card and flight details in order to guarantee your limousine arrangement:[ ]  Arrival (airport-hotel) [ ]  Departure (hotel-airport) [ ]  2 way transfers required (airport-hotel-airport) *Please let us know of any special requests you may have, so that we can make every effort to ensure your stay is comfortable.*Other special requests:       |

*\* Rates are subject to 10% service charge and prevailing Goods and Services Tax (GST).*

*\*\* Subject to availability.*

**Please note:**

* Check-in time begins at 3:00pm and check-out time is by 11:00am
* The request for bed type (1 single King bed or 2 Twin beds) is subject to availability.
* All reservations must be guaranteed with a credit card. Please provide flight details if applicable
* Any cancellation/ amendment of reservation must be made by Thursday, July 02, 2015, failing which room charge of the full length of stay requested (plus 10% service charge & 7% goods and services tax) would be incurred to the credit card details of the individual attendee(s) provided for guarantee.
* Please be advised that in the event of no show, full cancellation charge will incur (plus 10% service charge & 7% goods and services tax).
* A confirmation number will be sent to you once the booking has been made

**To guarantee your reservation, kindly provide your credit card details in the space below:**

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| Name on Credit Card: |       |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Card Number: |   |   |   |   | - |   |   |   |   | - |   |   |   |   | - |   |   |   |   |

|  |  |
| --- | --- |
| Card Type: | [ ]  Visa [ ]  MasterCard [ ]  American Express [ ]  Diners [ ]  JCB |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Expiry Date: |   |   | / |   |   |   |   | (mm/yyyy) |

By providing my credit card details, I hereby authorise Marina Bay Sands Pte Ltd to charge my credit card to guarantee my reservation.

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| Credit Card Signature:  |  | Date: |