



**ACCOMMODATION BOOKING FORM
SUSTAINABLE ENERGY ASSOCIATION OF SINGAPORE (SEAS)
C/O NANYANG TECHNOLOGICAL UNIVERSITY
24TH – 28TH OCTOBER 2016**

Please return directly to: CARLTON HOTEL SINGAPORE

76 Bras Basah Road Singapore 189558 Tel: (65) 6338 8333

Contact:

Mr Alex Chiew

Tel: (65) 6311 8182 Fax: (65) 6338 3208 Email: alex.chiew@carltonhotel.sg

Ms Stefanie Heng

Tel: (65) 6311 8474 Fax: (65) 6338 3208 Email: stefanie.heng@carltonhotel.sg

A. ROOM RESERVATION

Deluxe Room

- S\$255.00++ per room per night inclusive of daily buffet breakfast for 01 person and High-speed Broadband Access
- S\$275.00++ per room per night inclusive of daily buffet breakfast for 02 persons and High-speed Broadband Access

Executive Room

- S\$275.00++ per room per night inclusive of daily buffet breakfast for 01 person and High-speed Broadband Access
- S\$295.00++ per room per night inclusive of daily buffet breakfast for 02 persons and High-speed Broadband Access

Premier Room

- S\$295.00++ per room per night inclusive of daily buffet breakfast for 01 person and High-speed Broadband Access
- S\$315.00++ per room per night inclusive of daily buffet breakfast for 02 persons and High-speed Broadband Access

All rates quoted are subject to 10% service charge, prevailing 7% goods and services tax, valid for this event only and in Singapore dollars. Room type is subject to availability upon reservation.

Please complete this form and returned to us by **Monday, 19 September 2016**. Any form received after this date, the room category and room rate will be subject to availability and changes.

Kindly read the terms and conditions of the reservation form before submission.

B. YOUR PARTICULARS

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

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

MANDATORY

Early Arrival : Room Pre-blocked one day before arrival (Subject to one night room charge) YES NO

(Please take note that all check-in are after 1400hrs unless rooms are pre-blocked)

Name of guest :

(First Name) : _____ Family Name : _____

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

Telephone: _____ Telefax: _____ E-Mail: _____

C. PAYMENT

Payment method (Please tick one):

Visa Card MasterCard Card American Express

Visa/MasterCard/Amex No. _____

Expiry Date: _____

Full Name: _____ Signature: _____

D. IMPORTANT INFORMATION / TERMS & CONDITIONS

1. The above rates are **applicable from 24 – 28 October 2016 only**. Any booking for other dates will be subject to room availability at the prevailing rates.
2. All room requests are base on first come first serve basis. In the event if there is no available room category as per requested, we will advise you the next available room category at the prevailing rate.
3. **One night non-refundable deposit will be charged for every successful confirmation of booking. Entire duration of stay will be charged 01 month prior to the arrival date. Note that we will request for credit card details to be included in the room reservation form.**
4. Individual credit card information must be provided in the form. No reservation will be processed should there be an absence of the credit card details in the reservation form, or a provision of an invalid credit card.
5. **A copy of front and back of the credit card must be submitted together with the reservation form.**
6. In the event of **NO-SHOW** on the day of arrival, Postponement, Cancellation or Shorten stay of confirmed reservation, a cancellation charge based on the entire duration of stay will be levied.
7. Check-in time at the hotel is 1400hrs. For early arrival, we would like to recommend reservation to be pre-blocked one-night before the actual arrival date for guaranteed check-in.
8. Check-out time at the hotel is 1200hrs. Late check-out till 1800hrs will be chargeable at 50% of the room rate and a full room night charge will be levied for late check-out after 1800hrs
9. Please inform us of any changes of your reservation in writing via email or fax.
10. By signing this form, the booker agrees to the terms and conditions stipulated in this form.