



RESERVATION FORM FOR APAC LEGAL CONGRESS 2023

Please return this hotel reservation form to : Rebecca Wee / rebeccawee@onefarrer.com / 65 6705 7884	
ROOM TYPE (PER ROOM PER NIGHT):	
<input type="checkbox"/> Mint Room – <u>SGD230.00++</u> (Single Occupancy) inclusive of one daily breakfast, Wi-Fi <input type="checkbox"/> Mint Room – <u>SGD250.00++</u> (Double Occupancy) inclusive of one daily breakfast, Wi-Fi	
* The hotel has introduced a <u>no-smoking policy</u> within its public areas, rooms and suites.	
GUEST PARTICULAR:	
GUEST NAME MR/ MS/ MRS/ Dr/ PROF (Please underline Surname)	DATE:
ARRIVAL DATE:	DEPARTURE DATE
ARRIVAL FLIGHT/ TIME	DEPARTURE FLIGHT/ TIME
COMPANY	COUNTRY OF RESIDENCE
TELEPHONE (including country code)	E-MAIL ADDRESS
Early Arrival : Room Pre-blocked one day before arrival (Subject to one night room charge) <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Please take note that all check-in are after 1500hrs unless rooms are pre-blocked)</i>	
ARRIVAL AIRPORT TRANSFERS (PER CAR PER WAY):	
<input type="checkbox"/> Mercedes “E” Class – SGD110++ <input type="checkbox"/> Mercedes “S” Class – SGD150++ <i>*Rates subject to changes</i>	
CREDIT CARD GUARANTEE:	
<input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Diners Club <input type="checkbox"/> Others CARDHOLDER’S NAME _____ EXPIRY DATE _____ CREDIT CARD TYPE/ NUMBER _____ CVV NUMBER _____ CARDHOLDER’S SIGNATURE _____ <i>** A copy of front and back of the credit card must be submitted together with the reservation form.</i>	
FOR HOTEL USE ONLY	
Booking is Confirmed/ Not Confirmed by _____ Date _____	
Confirmation Number _____	

TERMS & CONDITIONS:

- The Hotel check-in time is after 1500hrs on day of arrival. Should residents wish to occupy the room before 1500hrs, placing a reservation for the night before is recommended at full day charge.
- The Hotel check-out time is 1200hrs on the day of departure. Late check-out at 1800hrs is chargeable at 50% of agreed room rates and after 1800hrs is chargeable at full day rates, subject to room availability.
- In the event of amendment or cancellation made after 4pm (local time) 2 days prior to arrival or failure to show-up, a penalty equivalent to the first night room charge plus taxes will be levied to the company. An early departure fee will be charged to resident who checks out the hotel prior to scheduled departure date. To avoid the early departure fee, all residents should inform any changes 2 days prior to the scheduled departure date.
- The Hotel reserves the right to charge for full duration for any cancellation/no show/shortening on confirmed reservation(s).
- All rates are in Singapore Dollars and subject to 10% service charge and thereafter 8% goods & services tax (GST) unless stated otherwise.