ad:tech	**FORM 17C –** **HOTEL ROOM RESERVATIONS** **(Ritz-Carlton Millenia Singapore)**	***Deadline*** **05 May 2010**
Attn: Ms. Connie Yeong, Reservations Department	**Email: connie.yeong@ritzcarlton.com** **Tel: (65) 6434 5124** **Fax: (65) 6337 5190**	

Name Dr. / Mr. / Ms. / Mrs _____
Select one *Last Name* *First Name*

Title _____ Company _____

Telephone _____ Facsimile _____
Country code/ Area code/ Telephone No. *Country code/ Area code/ Facsimile No.*

Email _____

Address _____

Arrival Date/Time _____ Departure Date/Time _____

Arrival Flight _____ Departure Flight _____

Credit Card Details

To guarantee your booking, kindly provide us your credit card details.

☐ American Express ☐ Diners Club ☐ Master Card ☐ VISA ☐ Others: _____

Credit Card Number _____

Card Member's Name _____ Expiry Date _____

Signature _____ Date _____

Room/Rate Details

☐ **Deluxe Room, Kallang Bay View (Room only)** **S$300.00**

Special Requests (Please tick) ** All requests subject to availability.*

☐ King Bed ☐ Twin Bed ☐ Smoking room ☐ Non-smoking room

- The above room rate is subject to applicable service charge, government tax and goods and services tax. Currently pegged at 10%, service charge and thereafter 7% Goods & Services charge.
- The official check-in time is after 1400 hours and the check-out time is prior to 1200 hours.
- **All reservations are subject to confirmation by the Hotel. Kindly return your completed booking form to us by 05 May 2010 (Wednesday). Any booking received after this due date will be subject to availability.**
- **Any cancellations on or after 05 May 2010 or a no-show on the day of arrival will be subject to a one hundred percent (100%) charge and prevailing taxes of the entire length of stay booked, based on above stated rate and charges will be debited to your credit card.**
- **Shortening of stay made after 05 may 2010 will also be chargeable to the original number of room nights booked to you credit card.**

Airport Limousine Pickup (Please tick) **Please furnish us with your Credit Card and Flight details in order to guarantee your limousine arrangement*

☐ Arrival ☐ Departure ☐ 2 way transfers required

The airport limousine arrangement in a Mercedes E200 series is chargeable at S$150.00nett (Arrival) S$100.00nett (Departure) per way. A surcharge of S$15.00nett is applicable for arrangements made between 2330 hours to 0700 hours.

HOTEL USE ONLY

Booking is [ ] Confirmed _____ [ ] Not Confirmed _____

Confirmation Number _____ Remarks _____

Acknowledged by _____ Date confirmed to guest _____