

**COLA 2009  
22-27 November 2009**

**GRAND COPTHORNE  
WATERFRONT HOTEL**

To: **Derek Chan** (Sales Manager)  
**Direct Fax: (65) 6233 1072 Direct Tel: (65) 6233 1197**  
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392 Havelock Road, Singapore 169663  
 Tel no.: (65) 6733 0880  
 Fax no.: (65) 6737 8880

*Please return the reservation form by **21<sup>st</sup> October 2009 (Wednesday)** via email directly to the above contact upon completion. Thereafter, rooms are subject to availability at Hotel's best available rate.*

<b>COMPLETE DETAILS IN FULL</b>			
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: _____	
<b>ROOM CATEGORY</b>		<b>ROOM RATE</b>	
<input type="checkbox"/> Superior Room		S\$200.00++ per room night (Inclusive of 01 Daily Breakfast and Internet)	
<input type="checkbox"/> Deluxe Room		S\$220.00++ per room night (Inclusive of 01 Daily Breakfast and Internet)	
Request for Smoking or Non Smoking Rooms (subject to rooms' availability) <input type="radio"/> Smoking <input type="radio"/> Non Smoking			
Contact Person: _____		Designation: _____	
Company Name _____			
Company Address: _____			
Contact Nos: (O) _____ (F) _____		E-mail: _____	
<b>AIRPORT LIMOUSINE TRANSFER ARRANGEMENT</b>		Yes	No
Transport (Mercedes E200) - S\$80.00 ++ per transfer ** Midnight surcharge of S\$12.00 ++ applies for trips between 2300hrs to 0700hrs		<input type="checkbox"/> From Airport	<input type="checkbox"/> To Airport <input type="checkbox"/> Not required
<b>CREDIT CARD GUARANTEE</b>		<b>CARD TYPE:</b> 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: _____