



## HOTEL RESERVATION FORM

**WFAO 2019 CONFERENCE**  
**15-17 March 2019**  
**Stay date: 12- 20 March 2019**

**Event Contact:**  
 Ms. Michelle Ngoi  
 Asst. Sales Manager  
 Reservation Contact :  
 E: HA0D7-RE@accor.com  
 T: +65 6521 6102 / 6521 6103  
 F: +65 6822 8901

122 Middle Road  
 Singapore 188973

PARTICULARS	<b>Salutation:</b>	
	<b>Family Name:</b>	<b>Given Name:</b>
	<b>Designation:</b>	<b>Company:</b>
	<b>Country:</b>	<b>Telephone:</b>
	<b>Email:</b>	

TRAVEL DETAILS	<b>Passport No:</b>	<b>Passport Expiry:</b>
	<b>Date of Birth:</b>	<b>Nationality:</b>
	<b>Additional Guest Name:</b>	
	<b>Passport No:</b>	<b>Passport Expiry:</b>
	<b>Date of Birth:</b>	<b>Nationality:</b>
	<b>Arrival Date:</b>	<b>Departure Date:</b>
<b>Arrival Flight:</b>		<b>Departure Flight:</b>

ROOM CATEGORY	Room Type	Rate*	Special Requests**	Check-In Date	Check-Out Date
<input type="checkbox"/>	<b>Signature Room</b> (Single / Twin occupancy)	<b>S\$200.00++</b> with 01 Breakfast and internet access per room per night	<input type="checkbox"/> <b>Non-Smoking</b>		
<input type="checkbox"/>	<b>Signature Loft Rom</b> (Single / Twin occupancy)	<b>S\$220.00++</b> with 01 Breakfast and internet access per room per night			
<b>Additional breakfast is chargeable at S\$15++ per person / day</b>					
Other special requests**:					

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

**Please Note:**

- Complimentary usage of a smart phone Handy Phone with free local calls, internet access and IDD calls to 10 destinations
- Room category and bed type subjected to availability
- The next category room will be offered if your choice category is no longer available
- All reservations must be guaranteed with individual's credit card.
- A confirmation email will be sent to you once the booking has been made.
- Please provide flight details whenever possible
- Check-in time is at 2:00pm and check-out time is 12:00pm
- **Please book by 14 February 2019. Booking made from 15 February 2019 onwards subjected to Best Available rate and rooms' availability**

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

Name on Credit Card: \_\_\_\_\_

Card Number:         -       -

Card Type:       Visa       Mastercard       American Express       Diners       JCB

Expiry Date:      /     (mm/yyyy)

By providing my credit card details, I hereby authorise Mercure Singapore Bugis to use my credit card to guarantee my reservation.  
 Any cancellation made within 14 days prior to arrival will be charged one night cancellation fee.  
 No show will be charged for the full duration of stay.

Credit Card Signature	Date
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All information are kept confidential and used only for purposes as noted above.

**Thank You for choosing the Mercure Singapore Bugis, we look forward to welcoming you.**