

Guest Name: Mr. / Ms. / Dr. \_\_\_\_\_

FIRST & LAST NAME Mr. / Ms. / Dr. \_\_\_\_\_

GROUP NAME / BOOKING

Mr. / Ms. / Dr. \_\_\_\_\_

Arrival: \_\_\_\_\_ Flight No.: \_\_\_\_\_ ETA: \_\_\_\_\_

Departure: \_\_\_\_\_ Flight No.: \_\_\_\_\_ ETD: \_\_\_\_\_

No. of Room(s): \_\_\_\_\_ No. of Guest(s): \_\_\_\_\_

**ROOM TYPE**

Deluxe Room \_\_\_\_\_

Executive Room

**BED TYPE**

King

Twin

ROOM SUBJECT TO AVAILABILITY UPON RESERVATION.

**BILLING METHOD**

Personal  Company

**Please circle:** Room only / Room & Breakfast / All charges / Others \_\_\_\_\_

Credit Card Type:  Visa  MasterCard  Amex  Diners  JCB  UnionPay

Credit Card No.: \_\_\_\_\_ Date of expiry: \_\_\_\_\_

Remarks: \_\_\_\_\_

**PLEASE NOTE**

Check-in time: 1400hrs

Late Check-out: Any request for late check-out is subject to availability. Late check-out from 1200hrs to 1800hrs can be extended at 50% of quoted room rate; thereafter a full day rate will be applicable, subject to room availability.

Pre-block:  An additional one-night charge is levied for any room guaranteed for early availability before 1400hrs. Kindly indicate if this is required.

Guarantee: A valid credit card or cash deposit is required as guaranteed upon reservation. In the event that no-show or cancellation is made less than 48 hours, one night room charge will be levied. Non-guaranteed rooms will be released at 1600hrs daily.

Early Departure: An early departure fee will be charged to any guest who checks out of the hotel before the scheduled departure date. To avoid paying the early departure fee, all guests should inform any changes in departure date 24 hours prior to the scheduled departure date or at check-in.

\_\_\_\_\_  
SIGNATURE & COMPANY STAMP

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESERVATION CONFIRMED BY

\_\_\_\_\_  
DATE

