

Attn: **Chong Xiaowei** DID: (65) 6739-6795 FAX: (65) 6739-6605 HOTLINE: (65) 6739-6588
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PLEASE FAX TO ORCHARD HOTEL SINGAPORE at 65-6739-6605

NUS – Risk Management Institute
2nd Annual Risk Management Conference (30 June to 02 July 2008)
Bookings from 29 June – 04 July 2008
 Kindly revert back to us latest by 09 June 2008

BOOKER INFORMATION

Contact Person : _____	Date : _____
Company : _____	Telephone : _____
Fax : _____	Email : _____
	Signature : _____

Please indicate accordingly

RESERVATION **AMENDMENT** **CANCELLATION**

TRAVEL GUEST INFORMATION

Guest Name : _____
(Please underline the Family Name)

Organization : _____
 Address : _____

Tel : _____	Country : _____
No. of Nights : _____	Fax : _____
Arrival : _____	Email : _____
Departure : _____	Arrival Flight/Time : _____
	Departure Flight/Time : _____

ACCOMMODATION REQUEST *(Please select your accommodation requirements by ticking appropriate box)*

Room Category	Room Rates	
	Single (1 Person per room)	Double/Twin (2 Persons per room)
Deluxe Room	\$S280.00 per room per night (Room only)* <input type="checkbox"/>	\$S280.00 per room per night (Room only)* <input type="checkbox"/>

**Breakfast is chargeable at a special rate of \$S20.00+++ per person per day (walk-in price @ Orchard Café is \$S28.00+++)*

ADDITIONAL REQUIREMENTS

	Yes	No
Include Breakfast	<input type="checkbox"/>	<input type="checkbox"/>
Airport Limousine Transfer		
> Arrival	<input type="checkbox"/>	<input type="checkbox"/>
> Departure	<input type="checkbox"/>	<input type="checkbox"/>

Airport Limousine Transfer is at \$S42.91nett per way (Additional charge of \$S10.70nett per way for transfer is required between 0000 – 0800hrs)

Remarks / Requests: _____

BILLING / GUARANTEED INSTRUCTIONS

Please charge my Visa Mastercard Diners Amex JCB credit card for room reservation
 Card Holder Name : _____
 Card Number : _____ Expiry Date : _____

- All rooms reserved are subject to 10% service charge and prevailing government taxes.
- Rooms are subject to availability upon making of reservation & all bookings must be guaranteed by credit card. Kindly revert latest by **09 June 2008**. Thereafter, the room rates may vary at the point of reservation.
- In the event of no-show or cancellation less than 48hrs, one room night charge will be applicable.
- Kindly note that we are 100% smoke-free hotel.
- Official confirmation of your reservation will be sent by Orchard Hotel Singapore.

Thank you for choosing Orchard Hotel as your choice of accommodation.