Fairmont SINGAPORE swissôtel THE STAMFORD SINGAPORE

(Regn. No.:52945911J)

2 Stamford Road, Singapore 178882
Room Reservations Tel: 6339 6633 Room Reservations Fax: 6336 5117 Email: reservations.singapore@swissotel.com / reservations.fairmont@swissotel.com

ROOM RESERVATION FORM

International Baccalaureate
IB ASIA PACIFIC REGIONAL CONFERENCE 2010
25 – 28 MARCH 2010

*Reservations received after **29 January 2010** will be subject to hotel availability.*

A. Room Reservation Request

Title : ☐ Mr ☐ Mrs ☐ Mdm ☐ Ms

Family/Last Name : _____ Given/First Name : _____

Company : _____

Designation : _____

Mailing Address : _____

City : _____ State : _____ Postal/Zip Code : _____

Country : _____ Phone : _____ Fax/Telex No : _____

Date of Arrival : _____ Date of Departure : _____ Number of Nights : _____

Flight Number / Arrival Time : _____ Flight Number / Departure Time : _____

(Check-in time : 2 pm, Check-out time : 1 pm)

- If you are arriving between midnight and the official check-in time, please make the reservation for the day before.

B. Room Type & Rate (Please tick appropriate box)

	Swissôtel The Stamford	Preference
☐ **New Reservations**		
☐ Harbour View Room	☐ S$ 300.00 nett per room per night	☐ Smoking ☐ King ☐ Non-Smoking ☐ Twin
☐ Swiss Executive Club Room	☐ S$ 420.00 nett per room per night	

☐ **Existing Reservation – Please indicate name or confirmation number: _____**

☐ Upgrade from Classic Room to Harbour View Room ☐ S$ 60.00 nett per room per night

☐ Upgrade from Classic Room to Swiss Executive Club Harbour View Room ☐ S$ 180.00 nett per room per night

- Room rate is inclusive of daily breakfast and for single/double occupancy.
- All room rates are in Singapore Dollars and are subject to 10% service charge and prevailing goods & services tax

C. Room Guarantee

Please guarantee to my credit card : ☐ MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS

Card Number : ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry Date : _____

Card holder's name on credit card : _____
(Please print)

Signature : _____ Date : _____

Terms & Conditions

- **Rooms will be confirmed only if guaranteed by credit card.**
- **One night room charge is applicable for cancellation received after 22 March 2010 and for no-shows.**
- **This form is not valid for 3rd party authorisation, kindly contact hotel directly for this arrangement.**

Official Use

Taken By : _____ Date/Time : _____

Confirmed By : _____