



**Reservation Form
25 to 27 April 2017
(CBM250417)**

Dear Delegate

Warm greetings from Hotel Jen Tanglin Singapore!

For hotel reservations, please fill up your requirements and then **DIRECTLY** e-mail or fax this form to email: dian.ghani@hoteljen.com on or before **24 February 2017**.

GUEST PROFILE

Surname : _____ First Name : _____
Phone No. : _____ Email Address : _____
Dietary Request (if any) : _____

ITINERARY

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

ROOM RESERVATION

- Single (Superior Room)
SGDS\$230.00++ per room per night inclusive of one (Single) daily breakfast, complimentary in-room wired Internet and Wi-Fi access

- Twin (Superior Room)
SGDS\$250.00++ per room per night inclusive of one (Single) daily breakfast, complimentary in-room wired Internet and Wi-Fi access

ROOM TYPE (SUBJECT TO AVAILABILITY)

- Non-Smoking / Smoking
 King Bed
 Twin Bed

AIRPORT TRANSFER (IF REQUIRED)

- Arrival
 Departure

Transfer from the airport can be arranged at S\$90.00nett per trip. Please be advised that there will be a surcharge of S\$10.00nett for transfers between 23:00hrs to 07:00hrs. For any amendments or cancellation, the hotel requires a minimum 3-hours prior notification failing which a full transfer charge will be levied

CREDIT CARD DETAILS

Name of Card Holder : _____

Credit Card No. : _____

Expiry Date : _____

Signature : _____

Important Information:

- Please confirm your room reservations on or before 24 February 2017. Any guest room reservation required on or after 25 February 2017 will be subject to room availability and at our best available rate.
- Passports must have a validity of at least six months.
- All room charges and incidental charges will be borne by individual guest and has to be settled upon check-out either by cash or credit card, unless stated otherwise.
- The credit card details given will be used as a mode of guarantee for the booking.
- The guest will be billed the entire length of stay if cancellation is made within 21 days before the arrival date or if there is a no-show. For cancellation made more than 21 days before the arrival date, one (1) room night charge shall apply.
- Any amendment within 21 days before the date of arrival to each confirmed room reservation resulting in a reduced length of stay would be subjected to a room charge equivalent to full length of stay as confirmed during reservation.
- Check-in time is 1400hrs and check-out time is 1200hrs. For early check-in, a full day room rate will be levied. For late check-out till 1800hrs is at the applicable day use rate and check-out after 1800hrs is at full day charge, subject to room availability.
- Please inform us of any changes of your reservation in writing via email.