HOTEL RESERVATION
Nanyang Technological University RSIS

Attention: Mr. Reon Eng/ Ms. Shirlene	Email: reoneng@fareast.com.sg
	CC shirlenepang@fareast.com.sg
VILLAGE HOTEL CHANGI	
1 Netheravon Road	Mobile: +65 9456 0035
Singapore 508502	Direct Line: +65 6551 2180

A) Personal Details:
Last Name (Mr/Ms/Mrs): 1.   First Name: 1.
Last Name (Mr/Ms/Mrs): 2._____First Name: 2._____

Email Address:

B) Reservation Details:
Arrival Date: Flight   ETA   Hrs
Departure Date: Flight   ETD   Hrs

C) Room Type Request:
Deluxe Single Room: ☐ **S$180.00++** per room per night inclusive of one buffet breakfast & internet (Single)
Deluxe Twin Room: ☐ **S$200.00++** per room per night inclusive of two buffet breakfast & internet
(Double/ Twin)

**The above rates are not applicable during surcharge period.

Preferences ☐ King-bed ☐ Twin-Bed ☐ Smoking Room ☐ Non-Smoking Room
            ☐ Extra Bed **S$80.00++** per day with one breakfast
** (All requests subject to availability)

D) Method of Guarantee:
Card Type (Please tick one) ☐ AMEX ☐ Diners Club ☐ Master card ☐ VISA
Card Member's Name _____ _____Signature_____

Credit Card Number _____Expiry Date_____

** Reservation received will be subjected to room availability. The Hotel reserves the right to offer higher category rooms if Superior is not available.

Terms & Conditions
1. **Check In Details:** Check in time is at 1400 hrs and check out time is at 1200 hrs.
2. **Guarantee Policy:** A credit card number is required to confirm or guarantee your reservations.
   All non-guaranteed reservations will automatically be released at 1800 hrs (local time) on day of Arrival.
3. **Cancellation Policy:** Reservations must be cancelled 1 working day before 1600 hrs (local time) prior to check in date. Otherwise, there will be a one-night penalty charge made onto the credit card guaranteed for "No Show."
4. Special request for room preferences as well as early arrival or late departure are subject to room availability.
5. The above rates are applicable for stay on/before **11 February 2017**.
6. Please have the form completed before **11 February 2017**.
7. **This form is good for reservation of one (1) room.**

Hotel Use:
Confirmation No/Date: _____