

HOTEL RESERVATION FORM

28 Stevens Road
Singapore 2587878

Event Name:	Singapore Convention on Mediation (c/o Ministry of Law)
Date:	6th to 9th August 2019

All bookings are subject to room availability at below contracted rate till 28th June 2019 and rate will be subject to changes. Otherwise, Best available rate will apply.

PARTICULARS	Salutation:	Given Name:
	Family Name:	Company:
	Designation:	Telephone:
	Country:	Email:
	Email:	

Additional Guest Name	
Salutation:	
Family Name	Given Name:

TRAVEL DETAILS	Arrival Date:	Arrival Flight:	Time:
	Departure Date:	Departure Flight:	Time:

ROOM CATEGORY	Room Type	Rate*	Special Requests**	Check-In Date	Check-Out Date
	Superior Room (Single) - NOVOTEL	S\$215++ with buffet breakfast			
	Superior Room (Twin/Db) - NOVOTEL	S\$230++ with buffet breakfast			
	Superior Room (Single) - MERCURE	S\$170++ with buffet breakfast			
	Superior Room (Twin/Db) - MERCURE	S\$185++ with buffet breakfast			
	Other special requests**:				

* Rates are subjected to 10% service charge & prevailing Goods & Services Tax (GST).
** Subject to availability & additional fees may apply.

Please Note:

- Check-in time is from 2:00pm and check-out time is 12:00pm
- All reservations must be guaranteed with a credit card, failing which the booking will not be processed.
- Please provide flight details whenever possible
- A confirmation email will be sent to you once the booking has been made.
- For cancellation with less than 48 hours' notice prior to arrival time, will be subjected to a one (1) night's room charge. Should there be a no-show, a one (1) night's room charge will be levied.

To guarantee your reservation, kindly provide your credit card details in the space below:

Name on Credit Card:				
Card Number:				
Card Type:	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> American Express	
Expiry Date:				

By providing my credit card details, I hereby authorise Novotel/Mercure Singapore ON Stevens to charge my credit card to guarantee my reservation.

Guest Signature	Date
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All information are kept confidential and used only for purposes as noted above.

Thank You for choosing the Novotel & Mercure Singapore on Stevens, we look forward to welcoming you.

Novotel & Mercure Singapore on Stevens is about 3 minutes from Orchard Road, Asia's famous entertainment and shopping belt. Explore Singapore with convenient public transport, including a bus stop right at the hotel doorstep and Stevens and Orchard MRT subway stations close by. Unlock your Singapore adventures by visiting Singapore Botanic Gardens, a UNESCO Heritage Site, as well as cultural districts of Chinatown and Little India. Hotel operates complimentary shuttle service to Orchard road throughout the day.