



Digital Media Asia

18 to 20 November 2014

Kindly revert back to us latest 17 October 2014

Attn: **Reservation Department**
FAX: (65) 6739-6606

HOTLINE: (65) 6734-8595

Assistant Director of Sales: Kelvin Tan DID: (65) 6739-6794 Email: kelvin.tan@millenniumhotels.com

PLEASE FAX TO THE ORCHARD HOTEL SINGAPORE at (65) 67396645

Hotel Confirmation No.: _____

BOOKER INFORMATION

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

TRAVEL GUEST INFORMATION

Guest Name :	_____		
Sharer (if any) :	_____		
Company :	_____	Designation :	_____
Residential Address :	_____		
Postal Code :	_____	Country :	_____
Tel :	_____	Fax :	_____
No. of Nights :	_____	Email :	_____
Arrival Date :	_____	Arrival Flight & Time :	_____
Departure Date :	_____	Departure Flight & Time :	_____

ACCOMMODATION REQUEST (Please select your accommodation requirements by ticking appropriate box and omitting bedding type)

Room Category	Room Rates	
	Single (1 Person per room)	Double/Twin (2 Persons per room)
Deluxe	S\$250.00 ++ per room per night (Room only) <input type="checkbox"/>	S\$250.00 ++ room per night (Room only) <input type="checkbox"/>
	S\$260.00 ++ per room per night (Room inclusive breakfast and internet) <input type="checkbox"/>	S\$280.00 ++ room per night (Room inclusive breakfast and internet) <input type="checkbox"/>
Premier	S\$270.00 ++ per room per night (Room only) <input type="checkbox"/>	S\$270.00 ++ room per night (Room only) <input type="checkbox"/>
	S\$280.00 ++ per room per night (Room inclusive breakfast and internet) <input type="checkbox"/>	S300.00 ++ room per night (Room inclusive breakfast and internet) <input type="checkbox"/>

AIRPORT TRANSFER REQUIREMENTS

Limousine Transfer can be arranged, at S\$73.83nett per way (an additional S\$10.70nett per way, for transfers required between 2300 – 0700hrs)

Arrange Arrival Transfer Yes No | Arrange Departure Transfer Yes No

RESERVATION GUARANTEE INSTRUCTIONS (Payment will be collected directly from guest at Hotel)

Visa Mastercard Amex JCB

Card Holder Name : _____

Card Number : _____ Expiry Date : _____

Terms and Conditions

- 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 **17 October 2014**. Thereafter, the room rates may vary at the point of reservation.
- In the event of no-show or cancellation for guaranteed reservations received after **4 November 2014**, a one night room rate will be charged to the credit card.
- You will receive an email from the Orchard Hotel Singapore with a confirmation number once your reservation has been processed.
- Check in time: 14:00 hrs, Check out time: 12:00 noon. For arrival before 1400 hrs, kindly pre-block your room a day earlier, subject to one night's additional charge. 50% of the room rate will be levied for any late check out request till 18:00hrs, thereafter, the full day rate is applicable, subject to room availability.

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

Signature: _____