



For reservation new/amendments bookings **over weekends or Public Holidays**:  
 Reservations Hotline : (65) 6845 1188 Facsimile : 65-6845 1199  
 Email : reservations.mms@meritus-hotels.com

**MARINA MANDARIN**  
 SINGAPORE  
 MANAGED BY MERITUS  
 HOTELS & RESORTS  
 滨海大酒店

For reservation new/amendments bookings **in office hours** (9.00am – 5.45pm from Mon – Fri except PH):  
 Attn: **Mr Willy Poh** Email: [willypoh.mms@meritus-hotels.com](mailto:willypoh.mms@meritus-hotels.com) Direct Line/Fax: 65-6845 1240/ 65-6845 1020

## ROOM RESERVATION FORM

### SINGAPORE MEDIATION CENTRE 1<sup>ST</sup> ASIAN MEDIATION ASSOCIATION CONFERENCE (4 & 5 JUNE 2009)

Rates quoted are for Marina Mandarin and applicable for this event only. To secure a confirmed reservation, please fax / email your request directly to the hotel by **THURSDAY, 07 MAY 2009**. An acknowledgement will be sent to you upon confirmation of your room reservation.

\_\_\_ Prof. \_\_\_ Dr. \_\_\_ Mr \_\_\_ Mrs \_\_\_ Ms

Family/Last Name : \_\_\_\_\_ First Name : \_\_\_\_\_

Name of Sharer : \_\_\_\_\_ First Name : \_\_\_\_\_  
 (if applicable)

Organization : \_\_\_\_\_ Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail : \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_ Number of Nights: \_\_\_\_\_

Flight Number / Arrival Time \_\_\_\_\_ Flight Number / Departure Time: \_\_\_\_\_

- **Please note that the date and time of arrival and departure are subject to local Date and Time.**
- *The official hotel check-in time is 2.00 pm and the check-out time is at 12.00 noon*
- *If you are arriving in the early hours of the morning, we suggest that you reserve your room for the night before to ensure that your room will be available upon check-in.*

**Room Category  :**

<input type="checkbox"/> <b>Deluxe room</b>	at SGD \$230.00++ (room only)
<input type="checkbox"/> <b>Executive Deluxe</b>	at SGD \$260.00++ (with one breakfast and 6 hours internet)
<input type="checkbox"/> <b>Premier room</b>	at SGD \$290.00++ (with one breakfast and 12 hours internet)

*The above rates are subject to 10% Service Charge and 7% Goods and Services Tax (GST) per room per night.*

**Accommodation and incidental charges are chargeable to personal account and have to be settled by the individual guest upon departure.**

**Credit Card Details (MANDATORY)**

Please guarantee to my credit card  \_\_\_ American Express \_\_\_ Visa \_\_\_ MasterCard \_\_\_ Diners

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ month \_\_\_\_\_ year

Cardholder's name: \_\_\_\_\_ Signature of Cardholder: \_\_\_\_\_

**IMPORTANT NOTE**

- *The hotel must be notified in writing on any cancellation at least 14 working days days prior to arrival (i.e 13 May 2009)*
- *Minimum of two nights of stay will be levied for no show or if reservation is cancelled after 13 May 09.*
- *Guest will be responsible for all cancellation and no show charges.*
- *Request for early check-in and late check-out are subject to room availability.*
- *Flight details and credit card details are required to confirmed room reservations*

**For Hotel Use : YOUR RESERVATION IS CONFIRMED/WAITLISTED**

Confirmation Number : \_\_\_\_\_

Remarks: \_\_\_\_\_

*The Leading Hotels of the World*