

**Room Reservation Form**  
**NUS ASEAN Law Academy**  
**15 – 29 JULY 2018**

Date :  
To : Gladys Leong – Assistant Director of Sales  
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**Personal Particulars**

<b>Name(s) as per passport</b> (Prof / Dr / Mr / Mrs / Ms)			
<b>Company &amp; Address</b>			
<b>Telephone</b>		<b>Fax</b>	
<b>Email</b>			
<b>Arrival Date &amp; Time</b>			
<b>Departure Date &amp; Time</b>			

Number of Rooms: \_\_\_\_\_ Room Type: \_\_\_\_\_

**Room Rate**

<u>Hotel</u>	<u>Room Category</u>	<u>Room Rate</u>	<u>Inclusion</u>
<b>The Elizabeth Hotel</b>	Deluxe Room	S\$170++ subject to taxes	<ul style="list-style-type: none"> <li>• Buffet Breakfast for 1 person</li> <li>• Unlimited Internet Access</li> <li>• 2ways group transfer from Hotel to NUS CIL Office.</li> </ul>

Remarks / Special Request: \_\_\_\_\_

Method of Payment: Amex/MasterCard/Visa/JCB

Credit Card Holder Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Credit Card Expiry: \_\_\_\_\_

**NOTES**

- Rates are exclusive of 10% service charge and 7% government prevailing tax.
- Cut-off date: 02 July 2018 (Monday), thereafter rooms are subject to availability upon confirmation.
- Payment will be on guest own account, settle upon checkout.
- The above credit card detail will be for guaranteed purpose.
- Late Cancellation Fee, equivalent to the room rate for the first night, will apply for cancellation or amendment to the arrival date made **after 09 July 2018 onto the credit card provided**. In the event of non-arrival, the Hotel will impose a No Show Fee equivalent to the room rate for the first night **onto the credit card provided**.
- Rooms are subject to availability upon confirmation. Room rates are non-commissionable.

24 Mount Elizabeth, Singapore 228518 Telephone: (65) 67381188 Facsimile: (65) 62359436 (Sales)

Website: [www.stayfareast.com](http://www.stayfareast.com)

Far East Hotels