

**International Association for Scholastic Excellence (INTASE)**

**INTASE World EduLead 2020**

Event Date: 14-17 April 2020

**Room Reservation Form – Block Code: 6601000**

**GRAND COPTHORNE  
WATERFRONT HOTEL**

392 Havelock Road  
Singapore 169663

Reservation: Tel:+65 62331122

Email: [grprsvns.gcw@millenniumhotels.com](mailto:grprsvns.gcw@millenniumhotels.com)

CC: [catherine.koh@millenniumhotels.com](mailto:catherine.koh@millenniumhotels.com) CC: [hotel@intase.org](mailto:hotel@intase.org)

Please return the reservation form by **Monday, 16 March 2020** via email directly to Reservations upon completion. Rooms are subject to availability at Hotel's best available rate.

<b>COMPLETE DETAILS IN FULL</b>			
Title:		Mr / Mrs / Ms / Dr (please circle the correct one)	
Guest Given/First name:		Guest Family/Last name:	
Check in:		Flight No. / Estimated Time of Arrival:	
Check out:		Flight No. / Estimate Time of Departure:	
No of Rooms:		No of Guests:	
<b>ROOM CATEGORY</b> (Subjected to availability)		<b>ROOM RATE</b>	
<input type="checkbox"/> Superior Room (Single)		S\$ 215.00 ++ per room night (inclusive of 01 Breakfast, Broadband)	
<input type="checkbox"/> Superior Room (Twin)		S\$ 235.00 ++ per room night (inclusive of 02 Breakfast, Broadband)	
<input type="checkbox"/> Deluxe Room (Single)		S\$ 245.00 ++ per room night (inclusive of 01 Breakfast, Broadband)	
<input type="checkbox"/> Deluxe Room (Twin)		S\$ 265.00 ++ per room night (inclusive of 02 Breakfast, Broadband)	
Request for Smoking or Non Smoking Rooms (subject to rooms' availability) <input type="radio"/> Smoking <input type="radio"/> Non Smoking			
Contact Person:		Designation:	
Company Name			
Company Address:			
Contact Nos: (O) _____		(F) _____ E-mail: _____	
Payment Method : Personal Account			
<b>AIRPORT LIMOUSINE TRANSFER ARRANGEMENT</b>	Yes	Yes	No
Transport (BMW 5 Series / Mercedes E Class) - S\$90.00 Nett per transfer ** Midnight surcharge of S\$10.00 Nett applies for trips between 2300hrs to 0659hrs	<input type="checkbox"/> From Airport	<input type="checkbox"/> To Airport	<input type="checkbox"/> Not required
<b>CREDIT CARD GUARANTEE</b>	CARD TYPE: AMEX / MASTER CARD / VISA / DINERS / JCB		
Card No:	Expiry Date (mm-yy):		
Cardholder's name on credit card:	Cardholder's Signature:		

**Note / Terms & Condition:**

- Rates quoted are subjected to 10% service charge & 7% Goods and Services Tax per room night, unless stated as nett.
- All reservations must be guaranteed by credit card for full duration of stay booked. Reservation is guaranteed upon confirmation.
- Where cancellation is made once reservation is confirmed or when there is a No-show, entire length of stay will be levied as cancellation or no show charge
- Where cancellation is made within 72 hours prior to arrival, we are pleased to cancel without any penalty charges. Any further cancellation after 72 hours prior to arrival or when there is a No-show upon confirmed of booking please note that entire length of stay will be levied as cancellation or no show charge.
- The rates quoted are specially meant for this group only. It cannot be used as a future reference to other bookings.
- The rates quoted are subject to increase should the arrival and departure dates change once the agreement has been signed by both parties.
- **Check in time is at 1400hrs and check out time is 1200hrs**

*Please note that without receiving the room confirmation from the hotel, the above reservation will not be valid.*

**OFFICIAL USE ONLY:**

<input type="checkbox"/> Reservation is CONFIRMED. Confirmation Number: _____	<input type="checkbox"/> Unable to confirmation reservation.
Attended by: _____	Date: _____