

Attn: **Chong Xiaowei**      DID: (65) 6739-6795      FAX: (65) 6739-6605      HOTLINE: (65) 6739-6588  
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**PLEASE FAX TO ORCHARD HOTEL SINGAPORE at 65-6739-6605**

**NUS – Lee Kuan Yew School of Public Policy**  
**Asian Social Protection in Comparative Perspective**  
**Bookings from 07 January – 09 January 2009**  
Kindly revert back to us latest by 17 December 2008

BOOKER INFORMATION			
Contact Person :		Date :	
Company :		Telephone :	
Fax :		Email :	
		Signature :	

Please indicate accordingly

RESERVATION                                       AMENDMENT                                       CANCELLATION

TRAVEL GUEST INFORMATION			
Guest Name :	_____		
	<i>(Please underline the Family Name)</i>		
Organization :	_____		
Address :	_____		
Tel :	Country :	Fax :	
No. of Nights :	Email :	Arrival Flight/Time :	
Arrival :	Departure Flight/Time :		
Departure :			

ACCOMMODATION REQUEST <small>(Please select your accommodation requirements by ticking appropriate box)</small>			
Room Category	Room Rates		
	Single (1 Person per room)		Double/Twin (2 Persons per room)
Superior Room	S\$265.00 per room per night (Room only)* <input type="checkbox"/>		S\$265.00 per room per night (Room only)* <input type="checkbox"/>
Deluxe Room	S\$295.00 per room per night (Room only)* <input type="checkbox"/>		S\$295.00 per room per night (Room only)* <input type="checkbox"/>
Executive Club Room	S\$345.00 per room per night (Inclusive of Club Benefits)** <input type="checkbox"/>		S\$365.00 per room per night (Inclusive of Club Benefits)** <input type="checkbox"/>

\*Breakfast is chargeable at a special rate of S\$20.00+++ per person per day (walk-in price @ Orchard Café is S\$28.00+++)  
\*\* Club benefits include express check in/out at the Club Lounge, breakfast, evening cocktail from 6-8 pm, with free flow of soft drink, beer or wine, snack and canapés at the Club Lounge, Complimentary laundry credit of up to S\$18 nett (non-accumulative) daily, Complimentary house brand distilled water and soft drinks (exclude juices) from the minibar, and complimentary local calls.

ADDITIONAL REQUIREMENTS			
	Yes	No	
Include Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	
Airport Limousine Transfer			
> Arrival	<input type="checkbox"/>	<input type="checkbox"/>	
> Departure	<input type="checkbox"/>	<input type="checkbox"/>	

Airport Limousine Transfer is at S\$42.91nett per way (Additional charge of S\$10.70nett per way for transfer is required between 0000 – 0800hrs)

Remarks / Requests:

GUARANTEED INSTRUCTIONS			
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Diners <input type="checkbox"/> Amex <input type="checkbox"/> JCB credit card for room reservation			
Card Holder Name :			Expiry Date :
Card Number :			

- 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 December 2008**. Thereafter, the room rates may vary at the point of reservation.
- In the event of no-show or cancellation less than 48hrs, one room night charge will be applicable.
- Kindly note that we are 100% smoke-free hotel.
- Official confirmation of your reservation will be sent by Orchard Hotel Singapore.

**Thank you for choosing Orchard Hotel as your choice of accommodation.**