



## **RESERVATIONS FORM**

**EVENT NAME : ICHE Annual Conference 2017  
(by Singapore Centre for Global Missions)**

**EVENT DATE : 4 June 2017 – 9 June 2017**

Guest Name : \_\_\_\_\_

Arrival Date : \_\_\_\_\_ Flight No: \_\_\_\_\_

Departure Date : \_\_\_\_\_ Flight No: \_\_\_\_\_

No. of room(s) : \_\_\_\_\_ DELUXE SINGLE or TWIN ROOM

Room Reservation only (before 5 March 2017)

Room Rate(s) :

**DELUXE SINGLE/TWIN ROOM : S\$ 130.00 NETT PER ROOM PER NIGHT**

**ADDITIONAL EXTRA BED : S\$ 70.00 NETT PER BED PER NIGHT**

\*Rate includes breakfast and WIFI usage up to 2 devices.

\*Rate(s) are net, inclusive of 10% service charge & 7% prevailing government tax.

### **RESERVATION MUST BE GUARANTEED BY:**

Credit Card :  Amex  Visa  Master Card  Diners Club

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

Card No: \_\_\_\_\_ Expiry: \_\_\_\_\_ CCV: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*In the event of amendment, cancellation OR No Show, Fort Canning Lodge is authorized to charge to the above credit card provided.

### **ROOM RESERVATIONS:**

Please fax or email this reservations request slip to fax number: (+65) 6337 1163 or email to [reservations@ywcafcldodge.org.sg](mailto:reservations@ywcafcldodge.org.sg)

All reservations must be made in advance for the conference rate to be extended and is subject to availability.

The check-in time is after 2.00pm and check-out time is by 12.00noon.

\*please refer to next page for amendment, cancelation & no-show policy and telegraph transfer details



Fort Canning Lodge  
6 Fort Canning Road  
Singapore 179494  
Tel: 6338 4222 Fax: 6337 4222

Website: <http://www.ywcafcldodge.org.sg>  
Email : [salesmktg@ywcafcldodge.org.sg](mailto:salesmktg@ywcafcldodge.org.sg)  
[banquetsales@ywcafcldodge.org.sg](mailto:banquetsales@ywcafcldodge.org.sg)  
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*Fort Canning*  
LODGE

Page 2 of 2

**AMENDMENT / CANCELLATION / NO SHOW POLICY**

- For amendment, cancellation or no show after the required minimum period/confirmation date :
  - For 20 to 11 days prior to arrival, 50% charge of the room rate for total confirmed nights per reservation will be applicable
  - For 10 to 08 days prior to arrival, 70% charge of the room rate for the total confirmed nights per reservations will be applicable
  - For 07 days & below prior to arrival/amendment/no-show, 100% charge of the room rate for total confirmed nights per reservation will be applicable

**PAYMENT MODE**

- Bank transfer : T/T charges to be paid by travel agent / booker

Bank Name : DBS Bank, Singapore

Bank Address : #B1-25 Plaza Singapura, 68 Orchard Road, Singapore 238839

Bank Code : 7171

Branch Code : 100

Bank Account No : 100-900488-6

Account Name : YWCA

Swift Code : DBSSGSG

**(PLEASE BE INFORMED THAT FOR TELEGRAPHIC TRANSFER, THE BANK CHARGE FROM DBS BANK AND AGENT BANK WILL BE BORNE BY APPLICANT)**

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**FOR LODGE USE ONLY:**

Confirmation No.:	Attended By:	Date:
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Fort Canning Lodge  
6 Fort Canning Road  
Singapore 179494  
Tel: 6338 4222 Fax: 6337 4222

Website: <http://www.ywcaflodge.org.sg>  
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