



HOTEL BOOKING FORM

HOTELS	SINGLE	DOUBLE / TWIN	BREAKFAST & INTERNET	DISTANCE TO CONFERENCE HOTEL
Conference Hotel				
Grand Copthorne Waterfront 5*	\$320.00++	\$340.00++	Inclusive	Conference Hotel
Supporting Hotels				
Furama City Centre 4* <i>Book by Jul 13</i> <i>Book after Jul 13</i>	\$200.00++ \$220.00++	\$220.00++ \$240.00++	Inclusive	20 minutes walk
Furama Riverfront 4* <i>Book by Sep 14</i> <i>Book after Sep 14</i>	\$198.00++ \$208.00++	\$218.00++ \$228.00++	Inclusive	7 minutes walk
Copthorne King's Hotel 4*	\$190.00++	\$210.00++	Inclusive	7 minutes walk
Holiday Inn Singapore Atrium 4*	\$195.00++	\$215.00++	Inclusive	5 minutes walk
M Social (4* <i>Book by Jul 13</i> <i>Book between Jul 14 – Sep 13</i> <i>Book after Sep 14</i>	\$188.00++ \$198.00++ \$208.00++	\$188.00++ \$198.00++ \$208.00++	Inclusive	10 minutes walk
Holiday Inn Express Clarke Quay 3* <i>Book by Sep 14</i> <i>Book after Sep 14</i>	\$175.00++ \$185.00++	\$175.00++ \$185.00++	Inclusive	15 minutes walk
Hotel Miramar Singapore 4* <i>Book by Jul 13</i> <i>Book between Jul 14 – Sep 13</i> <i>Book after Sep 14</i>	\$155.00++ \$175.00++ \$195.00++	\$175.00++ \$195.00++ \$215.00++	Inclusive	7 minutes walk
Link Hotel 4* <i>Book by Jul 13</i> <i>Book between Jul 14 – Sep 13</i> <i>Book after Sep 14</i>	\$155.00++ \$160.00++ \$165.00++	\$170.00++ \$175.00++ \$180.00++	Inclusive	11 minutes walk

Note:

(++) denotes 10% service charge and 7% goods and service tax

BOOKING TERMS & CONDITIONS

- Hotel reservations and arrangements are the sole responsibility of delegates.
- For Event Room Rate, room reservation is confirmed with a ONE NIGHT Room deposit make payable to Burnaby Solutions Pte Ltd followed by balance payment to be collected by **September 14, 2018**
- **For Promotional and Early Bird Room Rates**, full **NON-REFUNDABLE payment** is required to secure the room(s).
- Burnaby Solutions (S) Pte Ltd acts on behalf of ASRS 2018 to handle all accommodation fee collection. All credit card charges will be made by the merchant name: Burnaby Solutions (S) Pte Ltd and in S\$.
- Rates are valid only from **October 17 – 20, 2018**.

CANCELLATION /NO SHOW POLICY (Not applicable to early bird bookings)

- A cancellation charge equivalent to one night room charge is levied in the event of cancellation for each confirmed reservation.
- Any cancellation made on/after **September 14, 2018** or early departure or no show is subject to FULL CANCELLATION CHARGE based on FULL LENGTH OF STAY as per original room reservation request.



PLEASE RETURN HOTEL RESERVATION FORM TO:

Attention: Ms Lim Chee Yi / Ms Angie Ong
Burnaby Solutions Pte Ltd
 66 Tannery Lane #03-02 Sindo Building Singapore 347805
 T:+65 6848 1345 F: +65 6684 8417 E: limcheeyi@burnaby-solutions.com/angie@burnaby-solutions.com

COMPLETE DETAILS IN FULL		
Name of Guest:	Sharer's Name (if any):	
Organisation:		
Address:		
Tel. No:	Fax No.:	Email:
ACCOMMODATION :		
Hotel: _____ (1 st choice) _____ (2 nd choice) _____ (3 rd choice)		
Arrival Date: _____	Flight No: _____	Arrival Time: _____
Departure Date: _____	Flight No: _____	Departure Time: _____
Room Type:	<input type="checkbox"/> Single	<input type="checkbox"/> Double <input type="checkbox"/> Twin
PAYMENT & CREDIT CARD DETAILS (note: payment by telegraphic transfer or credit card is subject to 3% admin fee)		
<input type="checkbox"/> AMEX	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Card No.: _____	Expiry Date (mm-yy) _____	CVV Code : _____
Cardholder's Name: _____	Signature: _____	Amount : S\$ _____

For payment by telegraphic transfer, please quote the following bank account:
 Bank Account No: 003-916187-5
 Swift Code : DBSSSGSG
 Bank Name: DBS Bank Ltd
 Bank Address: 12 Marina Boulevard DBS Asia Central Marina Bay Financial Centre Tower 3 Singapore 018982
Attention: Burnaby Solutions Pte Ltd