MARINA BAY Sands
SINGAPORE

HOTEL RESERVATION FORM

ICAO ATFM Global Symposium   20-22 November, 2017

Please return the completed form to **Marina Bay Sands, Reservations Department** (email: groups@marinabaysands.com) by **15 November, 2017**
All bookings are subject to room availability and the best rate available rate after 15 November, 2017.

PARTICULARS

Salutation: ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Others (please specify):	
Family Name:	**Given Name:**
Designation:	**Company:**
Address:	
City / State:	**Country:**
Telephone: ( )	**Fax:** ( )
Email:	

TRAVEL DETAILS

Passport No.:	**Passport Expiry:**
Date of Birth:	**Nationality:**
Additional Guest Name:	
Passport No.:	**Passport Expiry:**
Date of Birth:	**Nationality:**
Arrival Date:	**Departure Date:**
Arrival Flight:	**Departure Flight:**

ROOM CATEGORY

Room Type	Rate*	Special Requests**	Number of Nights
☐ King ☐ Double-Double ☐ Breakfast	Deluxe Room only is at SGD 400.00++, inclusive of wifi Can be arranged at $45++ each _____ Qty	☐ Smoking ☐ Non-Smoking	_____ nights

Please let us know of any special requests you may have, so that we can make every effort to ensure your stay is comfortable.

* *Rates are subject to 10% service charge and prevailing Goods and Services Tax (GST).*
** *Subject to availability.*

Please note:
- Check-in time begins at 3:00pm and check-out time is by 11:00am
- All reservations must be guaranteed with a credit card. Please provide flight details if applicable
- Please be advised that cancellation of booking must be made at least 14 days prior to arrival date. Thereafter, a cancellation fee equivalent to one night's room charge subject to prevailing service charge and tax will be charged to your credit card
- In the event of no-show, one night's room charge and prevailing service charge and tax will be charged to your credit card
- A confirmation letter will be sent to you once the booking has been made

To guarantee your reservation, kindly provide your credit card details in the space below:

Name on Credit Card: _____

Card Number: ☐☐☐☐ - ☐☐☐☐ - ☐☐☐☐ - ☐☐☐☐

Card Type: ☐ Visa   ☐ MasterCard   ☐ American Express   ☐ Diners   ☐ JCB

Expiry Date: ☐☐ / ☐☐☐☐ (mm/yyyy)

By providing my credit card details, I hereby authorise Marina Bay Sands Pte Ltd to charge my credit card to guarantee my reservation.

Credit Card Signature	Date

Thank you for choosing Marina Bay Sands, we look forward to welcoming you!