



RESERVATION FORM

INSTITUTE OF MENTAL HEALTH
2024 CONFERENCE
19 TO 22 NOVEMBER 2024

Please return this hotel reservation form to :
Geraldine Wong / geraldinewong@onefarrer.com / +65 6705 7882

ROOM TYPE (PER ROOM PER NIGHT):
 Mint room– SGD270.00++ (Single) inclusive of one daily breakfast, Wi-Fi & in-room mini bar
 Mint room– SGD300.00++ (Twin) inclusive of two daily breakfasts, Wi-Fi & in-room mini bar
** The hotel has introduced a no-smoking policy within its public areas, rooms and suites.*

GUEST PARTICULAR:

GUEST NAME MR/ MS/ MRS/ Dr/ PROF (Please underline Surname)		DATE:
ARRIVAL DATE:	DEPARTURE DATE	
ARRIVAL FLIGHT/ TIME	DEPARTURE FLIGHT/ TIME	
COMPANY	COUNTRY OF RESIDENCE	
TELEPHONE (including country code)	E-MAIL ADDRESS	

Early Arrival : Room Pre-blocked one day before arrival (Subject to one night room charge) YES NO
(Please take note that all check-in are after 1500hrs unless rooms are pre-blocked)

ARRIVAL AIRPORT TRANSFERS (PER CAR PER WAY):
 Mercedes “E” Class – SGD120.00+
 Mercedes “S” Class – SGD180.00+
**Rates subject to changes*

SPECIAL DIETARY:

CREDIT CARD GUARANTEE:
 American Express Visa MasterCard Diners Club Others
 CARDHOLDER’S NAME _____ EXPIRY DATE _____
 CREDIT CARD TYPE/ NUMBER _____ CVV NUMBER _____
 CARDHOLDER’S SIGNATURE _____
**** A copy of front and back of the credit card must be submitted together with the reservation form.**

FOR HOTEL USE ONLY
 Booking is Confirmed/ Not Confirmed by _____ Date _____
 Confirmation Number _____

TERMS & CONDITIONS:

- The Hotel check-in time is after 1500hrs on day of arrival. Should residents wish to occupy the room before 1500hrs, placing a reservation for the night before is recommended at full day charge.
- The Hotel check-out time is 1200hrs on the day of departure. Late check-out at 1800hrs is chargeable at 50% of agreed room rates and after 1800hrs is chargeable at full day rates, subject to room availability.
- The Hotel will require a non-refundable deposit equivalent to one night room charge upon confirmation of reservation and will be forfeited in the case of cancellations or no-show.
- Please complete this form and return to us **before/by Monday, 28 October 2024**. Any form received, the room category requested will be subject to availability and changes
- The Hotel reserves the right to charge for full duration for any cancellation/no show/shortening on confirmed reservation(s) after cutoff date, **Monday, 28 October 2024**.
- All rates are in Singapore Dollars and subject to 10% service charge and thereafter 9% goods & services tax (GST) unless stated otherwise.

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One Farrer Pte Ltd
 Company Registration & GST Registration No: 201118225E
 A Subsidiary of The Farrer Park Company Limited