



**Room Reservation Form**

Reservation Tel : 65-6818 6666  
 Reservation Fax : 65-6818 6688  
 Sales & Marketing Fax : 65-6818 6678  
 Email: ck@bayhotelsingapore.com

To : \_\_\_\_\_  
 From : \_\_\_\_\_

Tel : \_\_\_\_\_  
 Fax : \_\_\_\_\_  
 Date : \_\_\_\_\_

**New Booking**       **Waitlist**       **Amendment**       **Cancellation**

Name of Guest	Room Rate	Room Type*	Arrival Date	Departure Date	ETA/ Flight	ETD/ Flight	Confirmation Number
	\$180++	Deluxe					

The above mention rates is inclusive of 1 International Buffet Breakfast, Unlimited Wi-Fi access and Mini bar refreshments (replenish once daily)

(1) Billing

Personal Account ( ) Credit Card No. : \_\_\_\_\_ Exp: \_\_\_\_\_

Cardholder's Name : \_\_\_\_\_

(2) Remarks

**Terms & Conditions:**

- (i) *Only for Guaranteed Bookings against No Show, please acknowledge with company stamp and signature and return copy to hotel. (For guaranteed bookings by guest personal account, please provide credit card details.)*
- (ii) *Guaranteed booking/s are liable for one night charge in the event of any No Show or Cancellation without prior notice or less than 48hours.*
- (iii) *Non Guaranteed Booking/s will be release 2hours after flight touch down(flight time before 7pm). If flight details not provided, room will be automatically release at 1800hrs.*
- (iv) *Please note that hotel check- in time is 1400hours and check-out time 1200hours. A full day charge will apply if you require the hotel to pre-block the room one day in advance in order to guarantee early check-in.*
- (v) *Room rate is based on per room per night in Singapore Currency and is subject to 10% service charge, prevailing government tax (7%).*

Kindly acknowledge receipt by returning a copy to us duly SIGNED. We look forward to welcoming your valued guest/s to Bay Hotel Singapore

Thank you for selecting Bay Hotel Singapore

Yours sincerely

Tay Cheng Kiat  
 Sales Manager  
 Bay Hotel Singapore

Guaranteed by:

\_\_\_\_\_  
 Authorized guest signature