

**Reservation Form  
Room Accommodation  
Asian Venture Philanthropy Network (AVPN)  
03 June to 07 June 2018  
(GCG030618)**

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**Dear Delegate**

Warm greetings from Hotel Jen Tanglin Singapore!

For hotel reservations, please fill up your requirements and then **DIRECTLY** e-mail or fax this form to email: [yvette.recto@hoteljen.com](mailto:yvette.recto@hoteljen.com) on or before **16 May 2018**.

**GUEST PROFILE**

**Surname** : \_\_\_\_\_ **First Name** : \_\_\_\_\_

**Phone No.** : \_\_\_\_\_ **Email Address** : \_\_\_\_\_

**Dietary Request (if any)** : \_\_\_\_\_

**ITINERARY**

**Arrival Date** : \_\_\_\_\_ **Flight Number / Time** : \_\_\_\_\_

**Departure Date** : \_\_\_\_\_ **Flight Number / Time** : \_\_\_\_\_

**ROOM RESERVATION**

Single (Superior)

**SGD\$240.00++** per room per night inclusive of one (Single) daily breakfast and complimentary high speed Wi-Fi access

Twin (Superior)

**SGD\$260.00++** per room per night inclusive of two (Twin) daily breakfast and complimentary high speed Wi-Fi access

**ROOM TYPE (SUBJECT TO AVAILABILITY)**

Non-Smoking

Smoking

King Bed

Twin Bed

**AIRPORT TRANSFER (IF REQUIRED)**

- Arrival  
 Departure

Transfer from the airport can be arranged at S\$90.00nett per trip. Please be advised that there will be a surcharge of S\$10.00nett for transfers between 23:00hrs to 07:00hrs. For any amendments or cancellation, the hotel requires a minimum 3-hours prior notification failing which a full transfer charge will be levied

**CREDIT CARD DETAILS**

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

Credit Card No. : \_\_\_\_\_

Expiry Date : \_\_\_\_\_

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

**Important Notes:**

- Room category is subject to availability and is based on first served basis. The Hotel reserves the right to quote the next room category should the above room type(s) is/are not available.
- A hotel reservation confirmation will be mailed to you directly within 24 hours of your submission. Should you not receive a confirmation by that time, please be encouraged to contact the above at your convenience.
- Passports must have a validity of at least six months.
- Delegates are responsible for own hotel expenses & transport cost.
- The Hotel has guaranteed the reservation for this duration of stay based on the details provided
- Guaranteed reservations cancelled (14) Fourteen days before the day of arrival (20 May 2018) the delegate shall subject to cancellation charge for one night duration of stay.
- Guaranteed reservations cancelled less than 24 hours prior to 1600hrs on day of arrival (local hotel time) or failure of delegates to check-in to the Hotel for any of the dates of the room block, the delegate shall subject to cancellation charge for full duration of stay. And for any early departure after check-in, will be subject to cancellation charge for the remaining nights of stay.
- Any early arrival or extension of stay is subject to Hotel's availability