


Hotel Reservation Form
ICASSP 2022
21-29 May 2022, Block ID: 659564

Please return this form via email to groups.merchantcourt@swissotel.com by **Friday, 06 May 2022** to book your accommodation.

Alternatively, you can also email the below details without this form to book your accommodation. Please quote **"ICASSP 2022"** if you are emailing without this form.

Please reserve a room for the following guest(s).		
Guest name [please underline surname]:		
Mr / Mrs / Ms :		
Confirmation No :		[to be filled by Swissotel Merchant Court Singapore]
Arrival Date :	Arrival flight :	ETA:
Departure Date :	Departure flight :	ETD:
Email :		
No of rooms :		
<input type="checkbox"/>	Premier King with breakfast	: S\$220.00++ per room per night (Single Occupancy)
<input type="checkbox"/>	Premier King with breakfasts	: S\$240.00++ per room per night (Double Occupancy)
<input type="checkbox"/>	Premier Twin with breakfasts	: S\$240.00++ per room per night (Double Occupancy)
<input type="checkbox"/>	Premier King (Room only)	: S\$200.00++ per room per night (Single / Double Occupancy)
<input type="checkbox"/>	Premier Twin (Room only)	: S\$200.00++ per room per night (Double Occupancy)
 Inclusive of unlimited usage of High-Speed Internet Access		
Rates are subject to 10 % service charge and prevailing government taxes unless otherwise stated.		

Check-in time : 1500hrs
Check-out time : 1200hrs

Deposit

The Hotel will send you a confirmation email and a secured Pay-By-Link to obtain your credit card details for 1 night deposit collection.

Should the Hotel not receive your secured Pay-By-Link submission with credit card details for collection of deposit, your booking is not considered complete and therefore not confirmed.

Cancellation

- Any cancellation made with more than 72 hours' notice to arrival date can be cancelled without penalty and hotel will facilitate a refund of deposit which will take up to 60 days.
- Any cancellation made within 72 hours to arrival date will forfeit your 1 night deposit.
- All cancellation requests must be communicated by email to groups.merchantcourt@swissotel.com

Shortening of Stay

Any shortening of stay with 3 days prior to arrival date, upon check-in and during your course of stay with us, will be charged in full based on your entire length of stay.