

## RESERVATION FORM

### Orchard Road Presbyterian Church Church Retreat 12 to 13 June 2026

#### **GUEST DETAILS:**

Guest Name : \_\_\_\_\_

Arrival Date : \_\_\_\_\_ Arrival ETA : \_\_\_\_\_

Departure Date : \_\_\_\_\_ Departure ETA : \_\_\_\_\_

No of room (s) : Single (Queen Bed) (\_\_\_\_\_)

Twin-sharing (Two Single Beds) (\_\_\_\_\_)

#### **ROOM RATES:**

Single/Twin : **S\$148.00++** per room per night inclusive of two complimentary breakfast at Café Lodge at Level 1.

*Rate(s) is/are subjected to 10% service charge and prevailing 9% Goods & Services tax.  
Rates quoted are in Singapore currency.*

**SHOULD THERE BE ANY CANCELLATION 7 DAYS PRIOR TO ARRIVAL DATE, A ONE NIGHT STAY PENALTY WILL BE CHARGE TO THE CREDIT CARD PROVIDED. ALL ROOM BOOKINGS ARE SUBJECT TO AVAILABILITY UPON OUR RECEIPT OF THE COMPLETED RESERVATION FORM**

Please sign and forward the Reservation Form via email to [ywcares@ywca.org.sg](mailto:ywcares@ywca.org.sg).

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

#### **TERMS & CONDITIONS**

- To enjoy the above special rate, all reservations must be made by **31<sup>st</sup> March 2026**. After which, the room rate will be at **\$160.00++** per room per night.
- Check in time is after 15:00 hour and check out time is by 12:00 hour.
- Bed type request is subjected to availability.
- In the event of amendment, cancellation or no show, YWCA Fort Canning is authorised to charge to the above credit card provided.
- For overseas credit card payment: The physical credit card used for payment must be presented for verification upon check in. YWCA Fort Canning reserves the right to collect a guaranteed payment (in cash or with a new credit card owned by guest) should guest fail to present the card originally used.

#### **FOR OFFICIAL USE ONLY:**

Confirmation Number:	Attended by	Date:
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*\*\*Please ensure you receive an acknowledgement from the YWCA reservation team to secure your booking at least 3 working days after you have emailed.*