

RESERVATION FORM

**Orchard Road Presbyterian Church
Church Retreat 12 to 13 June 2025**

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 : **SS\$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 together with a copy of the front & back of credit card via email to ywcares@ywca.org.sg.

Signature : _____ Date: _____

TERMS & CONDITIONS

- To enjoy the above special rate, all reservations must be made by **31st 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:

*****Please ensure you receive an acknowledgement from the YWCA reservation team to secure your booking at least 3 working days after you have emailed.***