



Evans Lodge - Booking Form

Affix a recent photograph

(Required for processing)

Student Status (Please select one)

Student Non-Student _____

Referred by : Agent
 Others

Name _____

Name _____

Please read these instructions carefully.

- Complete this form and return it to the "Administration Office, Evans Lodge", 26 Evans Road, Singapore 259367. Tel (65) 6836 0778 Fax: (65) 6836 3690 (email : admin@evanslodge.com.sg)
- Booking form should be submitted at least **one month (01)** in advance of expected date of arrival.
- Booking of Type of Room is subject to availability and on first-come-first serve basis.
- Upon acceptance of offer of room, down payment of Registration Fee @ S\$50.00 (non refundable) and Deposit of S\$500 should be made to Confirm the room reservation (Price is subjected to prevailing GST).
- A copy of the bank payment receipt (for Telegraph Transfer) is to be produced via email or fax within one (01) week upon receiving the Booking Form.
- **Cancellation policy before Check-In : A notice of cancellation must be in writing. Down payment refund as follow :-**
 - 75% refund for notice of cancellation received more than 21 days prior to check-in.
 - 50% refund for notice of cancellation received more than 14 days prior to check-in.
 - No Refund for notice of cancellation received 14 days and less prior to check-in.
- Please ensure that your Booking is complete and accurate to facilitate processing.
- **Please read the Terms & Conditions and House Rules & Regulations enclosed carefully before signing.**
- **The Hostel Management reserves the Rights to revise the Rules & Regulations, Terms & Conditions including the Room Rates which deemed necessary without prior notice.**
- **Payment should be made payable to:**
Name of the Company: Yess Le Green Pte Ltd
Name of Bank: DBS Bank Ltd A/C No: 001-901-2600

For Official Use

S/N:

Room:

Room Rate :

Airport Pick-up:
(if applicable)

Late Processing
Fee:
(if applicable)

PERIOD OF RESIDENCE REQUIRED

Please tick in the appropriate box (Date format : DD/MM/YY)

Long Term Stay (Above 1 month to 12 month) (from _____ to _____)

Short Term Stay (less than 1 month) (from _____ to _____)

YOUR CHOICE OF ROOM TYPE

• Do select the room type preferred: (please tick one)

- | | |
|---|---|
| <input type="checkbox"/> Air-Con Single Room - ACS | <input type="checkbox"/> Air-Con Single Room with Shower Room Attached – ACS (WE) |
| <input type="checkbox"/> Air-Con Twin Room - ACT | <input type="checkbox"/> Air-Con Twin Room with Shower Room Attached – ACT(WE) |
| <input type="checkbox"/> Non Air-Con Single Room - NACS | <input type="checkbox"/> Air-Con Single Executive Room – ACS (EX) |
| <input type="checkbox"/> Non Air-Con Twin Room - NACT | <input type="checkbox"/> Air-Con Twin Executive Room – ACT (EX) |
| <input type="checkbox"/> Guest Room (Type : _____) | <input type="checkbox"/> No Preference |

YOUR PERSONAL PARTICULARS

Name (Use BLOCK letters & underline surname)/Chinese Character, if any

Permanent Home Address

Home Tel :

Cell Phone No: (in Singapore)

Email Address:

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (DD/MM/YY)	Country of Birth
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YOUR PERSONAL PARTICULARS

Nationality	Passport No & Expiry Date (DD/MM/YY)	Marital Status
School & Course in Singapore	Name of Home University	

IN CASE OF EMERGENCY

Contact Person	Relationship	
Permanent Home Address	Postal Address (if different from home address)	
Telephone/Fax	Hand phone No	Email Address

YOUR HEALTH

Do you have any serious allergies, illness or physical disability? (if yes, please specify and attach medical certification)

No Yes _____

DOCUMENTS REQUIRED (* Not applicable for Daily Rate)

- I enclose the following together with this Booking: -
- *a) Two recent passport-size photographs
 - b) Certified true copy of NRIC/Passport and Students' Pass

DECLARATION

1. I declare that the particulars in this Booking are true to the best of my knowledge and belief, and I have not willfully suppressed any material fact. Any misrepresentation or omission of information will render me ineligible for residence.
2. I undertake to read, understand and abide to the Terms and Conditions and Rules & Regulations of Evans Lodge or risk expulsion for any non compliance. Any balance of the rental fees and deposit shall be forfeited.
3. I undertake to pay the Registration Fee and hostel charges if my application is successful.

Name/Signature of Applicant

Date

Official Use

- Booking Form to be enclosed with**
- Room Rental Agreement – Terms & Conditions (Annex A)
 - Cancellation Policy (Annex B)
 - Rules & Regulations (Annex C)

Checked & Acknowledged by

Name/Sign/Date

Remarks :-