



PARK AVENUE ROCHESTER - ROOM RESERVATION FORM

**Singapore Polytechnic – Temasek Foundation-Singapore Polytechnic CDIO Forum / CDIO Asian Regional Meeting
(09 October to 15 October 2022)
VENUE: SINGAPORE POLYTECHNIC**

Please return directly to: Sales Coordinator Tel: +65 6809 73XX Fax: +65 6809 7311 Email: jane.tan@uel.sg and Joyce.law@uel.sg

A. ROOM RESERVATION

Room rates per night inclusive of unlimited Wi-Fi access and local calls		
	SINGLE OCCUPANCY (SINGLE BREAKFAST)	DOUBLE OCCUPANCY (DOUBLE BREAKFAST)
Superior Room (King/Twin Bedded – Subjected to availability)	<input type="checkbox"/> S\$165	<input type="checkbox"/> S\$195
Deluxe Room (King/Twin Bedded – Subjected to availability)	<input type="checkbox"/> S\$175	<input type="checkbox"/> S\$205

All rates quoted are **subjected** to 10% service charge & prevailing government taxes, currently at 7% Goods & Services Taxes. Rates are only applicable for the above stated event and are quoted in Singapore dollars. Room types / preferences are subject to availability upon receipt of completed reservation form.

Check-In Date : _____ Flight No. : _____ E.T.A : _____
 Check-Out Date : _____ Flight No. : _____ E.T.D : _____

Please complete a copy of this form for every room reservation.

B. YOUR PARTICULARS

Dr / Mr / Ms / Mdm (Please delete accordingly)

Given Name : _____ Family Name : _____
 Country : _____ Telephone : _____
 Facsimile : _____ Email : _____

Name of guest sharing room

Dr / Mr / Ms / Mdm (Please delete accordingly)

Given Name : _____ Family Name : _____

C. MODE OF GUARANTEE

Credit Card Information : Visa MasterCard American Express
 Credit Card Number : _____
 Expiry Date : _____
 Name on Card : _____ Card Holder's Signature : _____

D. TERMS & CONDITIONS

- Check-in time is 1400 hours and check-out time is 1200 hours. For early check-in, a full day room rate will be levied. For late check-out, we will accommodate until 1400 hours, subject to room availability.
- All room reservations must be guaranteed by major credit card. The cost of one night's accommodation must be guaranteed by credit card at the time of booking.
- Please inform us of any changes of your reservation in writing via email or fax.
- Rates are applicable for stay from **08 October 2022 to 16 October 2022** (inclusive) only.
- The hotel reserves the right to quote the next room category should the above room type(s) is not available.
- Subjected to room availability upon enquiry and confirmation.
- The Hotel will not bear any bank charges incurred for during telegraphic process.

E. CANCELLATION / NO-SHOW POLCY

- In the event of any cancellation **03 days prior to** the scheduled arrival date or no show, cancellation charge equivalent to the entire duration of stay as booked and confirmed will be levied.

FOR HOTEL USE ONLY

Confirmed at Confirmation Number : _____ Unable to Confirm
 Acknowledged by : _____ Hotel Stamp : _____

Group ID: **SING091022**