



PARK AVENUE CHANGI - ROOM RESERVATION FORM
IDMC CONFERENCE (31st AUGUST – 3rd SEPTEMBER 2017)
 Venue : Singapore EXPO Convention & Exhibition Centre, Hall 3A, Level 1

Please return directly to: Sales Coordinator Tel: +65 6809 7363 Fax: +65 6809 7311

Email: pagroups@uel.sg

ROOM RESERVATION

Room rates per night inclusive of unlimited wifi access and local calls		
	SINGLE OCCUPANCY	DOUBLE OCCUPANCY
Superior Room (Twin bedded)	<input type="checkbox"/> \$185++	<input type="checkbox"/> \$190++

All rates quoted are subject to 10% service charge & prevailing government taxes, currently at 7% Goods & Services Tax. 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.

A. 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 : _____

B. MODE OF GUARANTEE

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

C. TERMS & CONDITIONS

- Check-in time is 1400 hours and check-out time is 1200hours. For early check-in, a full day room rate will be levied. For late check-out, we will accommodate until 1400hours, subject to room availability.
- All room reservation(s) must be guaranteed by major credit card.
- Please inform us of any changes of your reservation in writing via email or fax.
- Rates are applicable for stay 3 days before and after the above event.
- The above special rates may not be applicable for bookings received 1 week before event.
- The Hotel reserves the right to quote the next room category should the above room type(s) are not available.
- The Hotel will not bear any bank charges incurred for during telegraphic process.

D. CANCELLATION / NO-SHOW POLICY

- In the event of any cancellation and/or no show within 48 hours of the scheduled arrival date. A one (1) night's room charge will be levied.

FOR HOTEL USE ONLY

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

Group ID: CON310817