

PARK AVENUE CHANGI - ROOM RESERVATION FORM
AOHUPO & AOAP0 Congress: DATE: 8 to 10 May 2023
VENUE: Singapore Expo

Please return directly to: Jane Tan, Sales & Admin Officer @ jane.tan@uel.sg /
 Marilyn Lee, Assistant Sales & Admin Manager @ merilyn.lee@uel.sg

A. ROOM RESERVATION

Room rates per night inclusive of 1 breakfast, unlimited Wi-Fi access and local calls.		
	SINGLE OCCUPANCY	DOUBLE OCCUPANCY
Superior (Twin Bedded) / Deluxe (King Bedded)	<input type="checkbox"/> S\$220	<input type="checkbox"/> S\$220
Executive Deluxe (1-Bedroom Suite)	<input type="checkbox"/> S\$290	<input type="checkbox"/> S\$290

All rates quoted are subject to 10% service charge & prevailing government taxes, currently at 8% 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.

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 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 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 to your reservation in writing via email or fax.
- Rates are applicable for stay from 6- 11 May 2023 (inclusive) only.
- The Hotel reserves the right to quote the next room category should the above room types are not available.
- The Hotel will not bear any bank charges incurred during telegraphic process.
- Additional breakfast is chargeable at S\$30++ per person per day.

E. CANCELLATION / NO-SHOW POLCY

- In the event of any cancellation within **72 hours** of 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: SUC140319