

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

Please return directly to: Jane Tan, Sales & Admin Officer @ [jane.tan@uel.sg](mailto:jane.tan@uel.sg) /  
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**A. ROOM RESERVATION**

**Room rates per night inclusive of unlimited Wi-Fi access and local calls. Optional breakfast is at \$20.00 per person per day**

	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