



PARK AVENUE ROCHESTER - ROOM RESERVATION FORM
Diagnostics Summit /13-14 October, 2016 – Matrix, The Biopolis, Singapore

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A. ROOM RESERVATION

Room rates per night inclusive of unlimited wifi access and local calls		
	SINGLE OCCUPANCY	DOUBLE OCCUPANCY
Superior (Single/Twin Bedded)	<input type="checkbox"/> S\$195	<input type="checkbox"/> S\$200
Deluxe room (Single/Twin Bedded)	<input type="checkbox"/> S\$205	<input type="checkbox"/> S\$210
Executive deluxe (King Bedded)	<input type="checkbox"/> S\$235	<input type="checkbox"/> S\$240
Two Bedroom Suite	<input type="checkbox"/> S\$345	<input type="checkbox"/> S\$350

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.** : _____ **Arrival Time** : _____
Check-Out Date : _____ **Flight No.** : _____ **Departure Time** : _____

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 14:00 hours and check-out time is 12:00 hours. For early check-in, a full day room rate will be levied. For late check-out, we will accommodate until 14:00 hours, subject to room availability.
- All room reservation(s) must be guaranteed by major credit card.
- Please inform us of any changes to your reservation in writing via email or fax.
- Room reservation is subject to availability upon confirmation.
- Room rate is inclusive of complimentary Wi-Fi access and local calls.
- Daily breakfast is chargeable at S\$20++ per person.
- The Hotel reserves the right to quote the next room category should the above room type(s) not available.
- The Hotel will not bear any bank charges for telegraphic process.

E. CANCELLATION / NO-SHOW POLICIES

- In the event of any cancellation, amendment and/or no show within 72 hours of the scheduled arrival date, 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: AST131016