



PARK AVENUE ROCHESTER – ROOM RESERVATION FORM

Event Date : 13 – 15 March 2024
Event Name: 5th Singapore International Skin Conference
Event venue: Matrix, Level 2 Auditorium 30 Biopolis Street, Singapore 138671

Please return directly to Serene Chan, Sales & Administrative Officer
Email serene.chan@uel.sg /
Serena Soh, Assistant Director of Sales Email: serena.soh@uel.sg

ROOM RESERVATION

Room rates per night inclusive of Breakfast, unlimited Wi-Fi access and local calls		
	SINGLE	TWIN OCCUPANCY
Superior Room (20 sqm)	<input type="checkbox"/> SGD\$200	<input type="checkbox"/> SGD\$235
One Bedroom Suite (42 sqm)	<input type="checkbox"/> SGD\$280	<input type="checkbox"/> SGD\$315

All rates quoted are subject to 10% service charge & prevailing government taxes, currently at 9% 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 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.
- Rates are applicable for stay for duration of the **5th Singapore International Skin Conference in March 2024** only.
- The Hotel reserves the right to quote the next room category should the above room type is not available.
- The Hotel will not bear any bank charges incurred for during telegraphic process.

D. CANCELLATION / NO-SHOW POLCY

- In the event of any cancellation within 7 days 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: **SKIN120324**