



**PARK AVENUE ROCHESTER – ROOM RESERVATION FORM**

**SMDG Conference 17 - 20 April 2023**

**VENUE: CMA CGM Office (9 North Buona Vista Drive #14-01, The Metropolis Tower 1 S138588)**

Please return directly to Jane Tan, Sales & Administrative Officer Email [jane.tan@uel.sg](mailto:jane.tan@uel.sg) /

Serena Soh Assistant Director of Sales Email: [serena.soh@uel.sg](mailto:serena.soh@uel.sg)

**ROOM RESERVATION**

Room rates per night inclusive of Breakfast, unlimited Wi-Fi access and local calls		
	SINGLE OCCUPANCY	DOUBLE OCCUPANCY
Superior (King Bedded)	<input type="checkbox"/> SGD\$180	<input type="checkbox"/> SGD\$215

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.

**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 1300hours, 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.
  - Our reservation team will obtain a one (1) night pre-authorization on the given credit card to secure the reservation prior to your arrival.
  - Please inform us of any changes of your reservation in writing via email.
  - Rates are applicable for stay for duration of the SMDG Conference only.
  - A surcharge of \$95++ per room per night is applicable during peak event dates: FHA F&B 24 – 27 April 2023
  - 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.
- 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: CMAC160423**

**ARK AVENUE ROCHESTER** (Co Registration No. 53164405K)  
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 Managed by UE Park Avenue International Pte Ltd