



HOTEL DIRECT RESERVATION FORM

SMU ACCOUNTING SYMPOSIUM (Booked by 15 November 2022)

Please complete the hotel reservation form and return reservation form directly to:

Attention : Room Reservations Department
 DID : +65 6432 5558
 Fax : +65 6337 5185
 Email : rsvn.gpch@parkhotelgroup.com

Room Type	Rate
<input type="checkbox"/> Deluxe Room (Single)	S\$250.00++ per room per night
<input type="checkbox"/> Deluxe Room (Twin/Double)	S\$275.00++ per room per night

Check-in Date : _____ Arrival Flight Details : _____

Check-out Date: _____ Departure Flight Details : _____

Particulars (Compulsory)			
Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Prof <input type="checkbox"/> Others (Please specify) :		
Guest	First Name :		Last Name :
Sharer	First Name :		Last Name :
Contact Details	Tel:	Fax:	Email:
Credit Card Guarantee	<input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> JCB <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa		
Card No :		Expiry Date (MM-YY):	
Name on Credit Card :		Cardholder's Signature :	

Room Rates Inclusive Of

- Breakfast for 1 or 2 persons
- Complimentary unlimited internet access
- Press Reader App for complimentary access to over 1,000 international premium publications
- GPCH Mobile App – self check-in, in-app messaging with the hotel team and in-room electronics control

Above room rates are subject to 10% service charge and prevailing GST and Rooms are subjected to availability upon confirmation.



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RESERVATION PROCEDURE & DUE DATE

Guestroom preferential rates are applicable three (3) day prior and one (1) day after the event official dates for the given room category only. Any request for guestrooms on different categories or out of the allotment is subject to rooms and rates availability at the discretion of the Hotel.

No-Show / Cancellation

Any cancellations or amendments must be made 48 hours (local time) prior to the date of arrival. Otherwise, a cancellation fee/ No-show charge equivalent to the room rate for the first night will be levied.

CHECK-IN / CHECK OUT

1. The check-in time is after 1500hrs and check-out time is 1200hrs.
2. For all early check-in before 1500hrs, we strongly recommend that rooms are pre-book one (1) day prior arrival to guaranteed early check-in, a full day room charge will be levied.
3. For check-out after 1200hrs is subject to availability, should guest wish to occupy the room after 1200hrs before 1800hrs a half-day room charge will be levied and after 1800hrs a full day room charge will be levied.

EARLY DEPARTURE

In the event of shortening of stay, please note that the hotel has to be notified at least 48 hours prior to the day of departure.

BILLING INSTRUCTIONS

All guestrooms and incidental charges for all rooms will be billed to **individual guests' personal accounts** and settled upon check out.

Settlement may be made in Singapore Currency or approved credit card. If credit card is used, the card must be presented to the cashier at the beginning of the event for the estimated charges to be pre-approved.