

## HOTEL RESERVATION FORM (EVENT RATE)

### Principals Academy - PA digital Conference – 26 to 27 April 2017

To: Call Centre MICE Reservations  
 Email: [callcentre.mice@rwsentosa.com](mailto:callcentre.mice@rwsentosa.com)

Address: 8 Sentosa Gateway, Singapore 098269  
 Tel: +65 65778899 Fax: +65 6659 1979

Website: [www.rwsentosa.com](http://www.rwsentosa.com)

#### A: Guest Information

Salutation: Prof / Dr / Mr / Mrs / Ms Nationality: \_\_\_\_\_

Family / Last Name: \_\_\_\_\_ Given / First Name: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Accompanying Person's name (if any): \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Flight Number/ Arrival Time: \_\_\_\_\_  
 \*official check-in time is after 1500 hrs

Departure Date: \_\_\_\_\_ Flight Number/ Departure Time: \_\_\_\_\_  
 \*official check-out time is prior 1100 hrs

\*If you are arriving between midnight and the official check-in time, please make the reservation one day prior to the date of arrival.

#### B: Room Type & Rate

Please select choice of hotel	Room Rates	Room Preferences (Subject to availability)	
Deluxe Room (Single Occupancy) <b>Hard Rock Hotel</b>	<b>S\$260++</b> per room per night <b>(Inclusive of 1 daily breakfast and 1 Internet)</b>	<input type="checkbox"/> King	<input type="checkbox"/> Twin
Deluxe Room (Double Occupancy) <b>Hard Rock Hotel</b>	<b>S\$280++</b> per room per night <b>(Inclusive of 2 daily breakfasts and 2 Internet)</b>	<input type="checkbox"/> King	<input type="checkbox"/> Twin
Deluxe Room (Single Occupancy) <b>Festive Hotel</b>	<b>S\$260++</b> per room per night <b>(Inclusive of 1 daily breakfast and 1 Internet)</b>	<input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking	<input type="checkbox"/> King <input type="checkbox"/> Twin
Deluxe Room (Double Occupancy) <b>Festive Hotel</b>	<b>S\$280++</b> per room per night <b>(Inclusive of 2 daily breakfasts and 2 Internet)</b>	<input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking	<input type="checkbox"/> King <input type="checkbox"/> Twin

\*All rates quoted are in Singapore Dollars and are subject to 10% service charge ("Service Charge") and prevailing goods & services ("GST").

\*Additional person (3<sup>rd</sup> occupant) is charge at **S\$70.00++** per adult per night. (Maximum number of guests allowed in a room is 3 Adults)

\*Additional breakfast is available at S\$35++ per person per day and wifi (24 hours) is available at S\$30+

\*All late check-outs are subject to availability and the applicable room rates. Late check-out after 11:00am and before 6pm will be charged at 50% of the applicable room rate for one (1) night. Check-out after 6:00pm will be charged at 100% of the applicable room rate for one (1) night.

#### C: Room Guarantee

Please guarantee to my credit card: **VISA / MASTER / AMEX**

Credit Card Number \_\_\_\_\_

Card holders name \_\_\_\_\_

Expiry Date [MM] \_\_\_\_\_ [YYYY] \_\_\_\_\_ Signature \_\_\_\_\_

#### Terms & Conditions

- The "Event rate" is valid for stay period from **26 to 27 April 2017** only. All reservations are subject to rooms' availability at the time of the reservation.
- The "Event rate" is only valid for bookings made before **04 April 2017**.
- Pre & Post dates will be based on Best Available Rates
- In the event that the above mentioned "Event rate" is not available at the time of the reservation, best available rate will be quoted.

- In the event that the reservation date fall on “Black out date”, best available rate will be quoted
- A credit card number is required to confirm and guarantee the reservation.
- Bed Type is subject to availability upon check-in.
- Official check-in time: 1500hrs / Check out: 1100hrs
- Cancellation Policy/ No Show Policy: All cancellations or changes must be made by email 2 working days prior to the arrival date. Cancellations made less than 2 working days prior to arrival or no shows will be subjected to full stay room charge which will be automatically debited to the guests’ credit card.
- Early Departure Policy: Guests who shorten their stay before their original scheduled departure date will be charged full stay room charge.