

CENTRE FOR MANAGEMENT TECHNOLOGY
Biobased Feedstocks For Fuels & Chemicals
28 – 30 November 2011, Goodwood Park Hotel

HOTEL FASTFAX RESERVATION FORM



Attention to: Ms Angelina Tan, Goodwood Park Hotel,
Tel No: (65) 6730 1811 / 1844, Fax No: (65) 6738 5034, Email : rmresv@goodwoodparkhotel.com

PARTICIPANT INFORMATION (Please print clearly in block letters)

Full Name : Dr / Mr / Ms	_____		
No. of Room(s) required :	_____		
No. of person(s)	_____	Fax :	_____
Address :	_____		Email: _____
City/Postcode :	_____	Country :	_____
Arrival Date :	_____	Flight No. :	_____ Time : _____
Departure Date :	_____	Flight No. :	_____ Time : _____
Credit Card Details:	<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD
Card Number :	_____		
Expiry Date :	_____	Signature :	_____

Please check the box accordingly:-

**\$S275.00++ Deluxe Single per room per night
(Inclusive of 1 Buffet breakfast at the Coffee Lounge)**

(Rates quoted are in Singapore Dollars subject to 10% service charge & prevailing government taxes).

The official check-in time is 1400 hours and check-out time is 1200 hours. For arrival prior to check-in time (between midnight to 0700 hours), please reserve the room starting from the day before at one night charge. A full day rate will be imposed for late check out after 1800 hours and is subject to room availability.

Rooms are subject to availability at the point of confirmation.

RESERVATION POLICY:

- All reservations must be made with this official Hotel Fastfax Reservation Form.
- Credit card and flight details are required to guarantee reservation. Please note that without such details, we are unable to process your room booking.
- Should there be a "no show" for confirmed reservations; total room charges for the whole duration of stay will be imposed. Space for the subsequent nights will be released.
- Cancellation Policy:
Within 14 days prior to arrival – One (1) night room charge applicable
Within 7 days prior to arrival - 50% of the total room revenue for each room cancelled applicable.
Within 3 days prior to arrival - Total room revenue for each room cancelled applicable.

VISA APPLICATIONS: Please refer to the Singapore Embassy in your country/travel agent for Visa Application Procedures

Room reservation confirm by: _____ (name) _____ (confirmation no.) on _____ (Date)

Please fax reservation form **directly to the hotel before 14 November 2011**