

**CENTRE FOR MANAGEMENT TECHNOLOGY
3rd Biobasedworld Meeting Group
19 - 22 May 2014, Goodwood Park Hotel**

HOTEL RESERVATION FORM



Attention to: Ms Gina 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 :		Bed Type	Double ____/Twin ____
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
		<input type="checkbox"/> Diners Club	<input type="checkbox"/> JCB
Card Number :			
Expiry Date :		Signature :	

Please check the box accordingly:-

- S\$300.00 ++ Deluxe Single Room** (Inclusive of one buffet breakfast and complimentary internet access)
- S\$325.00 ++ Deluxe Double Room** (Inclusive of two buffet breakfasts and complimentary internet access)

Note: Buffet breakfast will be served at Coffee Lounge (0630-1030hrs).

- Room rates quoted are in Singapore Dollars per room per night subject to 10% service charge & prevailing government taxes
- Check in time is after 2pm and check out time is 12noon
- For early arrival before 2pm, it is recommended to pre-book the room one day in advance with a full day charge
- Rooms are subject to availability at point of reservation based on the available room types and the applicable rates at the discretion of the hotel

RESERVATION POLICY:

- a) All reservations must be made with this official Hotel Reservation Form.
- b) Credit card and flight details are required to guarantee reservation. Please note that without such details, we are unable to process your room booking.
- c) No-Show Policy: One night room charge is applicable in the event of no-show on the day of arrival. Space for the subsequent rights will be released.
- d) 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
 - Within 3 days prior to arrival - Total room revenue for each room cancelled

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 email or fax reservation form **directly to the hotel by 18 April 2014.**

M.