

**CENTRE FOR MANAGEMENT TECHNOLOGY**  
**22<sup>ND</sup> APS/REFINING OUTLOOK ACCOMODATION GROUP**  
**8 – 12 September 2015**  
**Goodwood Park Hotel**

**HOTEL RESERVATION FORM**

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



**PARTICIPANT INFORMATION (Please print clearly in block letters)**

Full Name : Dr / Mr / Ms					
No. of Room(s) required :	<input type="checkbox"/> Non-Smoking	<input type="checkbox"/> Smoking	Bed Type	<input type="checkbox"/> King	<input type="checkbox"/> 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:-

**\$305.00 ++ Deluxe Single Room** (Inclusive of 1 breakfast 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 7% goods and services tax
- 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

By signing and submitting this form, you consent to Goodwood Park Hotel ("Hotel") collecting, using, disclosing and processing your personal data (i) for guest registration and room reservation purposes for your stay at the Hotel; (ii) for the purposes of managing your stay at the Hotel and administration and operation matters associated with the purpose of managing your stay at the Hotel; and (iii) to send you updates informing you of news and promotions from the Hotel, where you have opted to receive the same. Where you give us Personal Data about other individuals, you confirm that you are authorised to disclose and consent, on their behalf, to the processing of such Personal Data for the aforementioned purposes. Your personal data will be used and retained in accordance with the Hotel Personal Data Policy available at [www.goodwoodparkhotel.com](http://www.goodwoodparkhotel.com)

Room reservation confirmed by: \_\_\_\_\_ (name) \_\_\_\_\_ (confirmation no.) on \_\_\_\_\_ (Date)

Please email or fax reservation form **directly to the hotel by 11 August 2015**