

**HOTEL DIRECT RESERVATION FORM**

**SINGAPORE MASTERS TRACK AND FIELD ASSOCIATION**

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](mailto:rsvn.gpch@parkhotelgroup.com)

Room Type	Rate
<input type="checkbox"/> Deluxe Room (Single)	S\$168.00++ per room per night
<input type="checkbox"/> Deluxe Room (Twin / Double)	S\$188.00++ per room per night

Check-in Date : \_\_\_\_\_ Arrival Flight Details : \_\_\_\_\_

Check-out Date: \_\_\_\_\_ Departure Flight Details : \_\_\_\_\_

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

**Room Rates Inclusive Of**

- Daily breakfast for one (1) or two (2)
- 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

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

### **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.