

**Hotel Booking Form**

Fax: (65) 6475 2077 Tel: (65) 6379 5261

Email: hotel@apch2017.org

**I. Personal details delegate** (Please print clearly and use a separate registration form for each delegate)

**Identification:**  Dr  Prof  A/Prof  Mr  Mrs  Mdm  Miss (please tick one)

| | | / | | | / | | |  
 First name Middle name Family name

Job title | | Department | |

Company | |

Mailing address | |

City | | State | | Postal code | | Country | |

Country/Area code | | / | | Phone | | Fax | |

E-mail address | |

**Accompanying person(s):** If sharing with someone, please provide his/her name.

Dr  Mr  Mrs  Miss | | / | |  
 First & Middle name Family name

**Other personal information:** (Please check your preferences)

**Room type preference**  Smoking  Non-smoking

**Food Preference** (please tick one & Kosha meal will not be provided):

No Preference  No Pork, No Lard  Vegetarian  No Beef  Others : \_\_\_\_\_

**\* Rates are subject to 10% service charge and prevailing Goods and Services Tax (GST), currently is at 7% GST.**

**\* Please indicate: (1) for most preferred choice, (2) for 2<sup>nd</sup> preferred choice & (3) for 3<sup>rd</sup> preferred choice, and your room requirement.**

**\* Room rate is inclusive of one breakfast /day for single room or two breakfasts per day for twin/double room and internet for 1 person only.**

**All room assignment will be made on a first-come first-served basis.**

Name of hotel	Room type	Distance from official hotel	Room rate in SGD (per room/per night)		Class	Choice preferred in numeric order	Single with breakfast	Twin/Double with breakfast	Total no. of nights
			Single With breakfast for 1	Twin/Double With breakfast for 2			(a)	(b)	
<b>OFFICIAL HOTEL</b>									
Marina Mandarin	Deluxe		270.00++	300.00++	5 Star				
<b>BUGIS AREA</b>									
30 Bencoolen	Superior	3.5 km	185.00++	200.00++	4 Star				
Oxford Hotel	Superior	3.5 km	130.00++	140.00++	3 Star				
Rendezvous Hotel	Deluxe	3.5 km	230.00++	255.00++	4 Star				
<b>BEACH ROAD AREA</b>									
ParkRoyal on Beach Road	Deluxe	3.0km	230.00++	250.00++	4 Star				
<b>MARINA SQUARE AREA</b>									
Pan Pacific Hotel	Deluxe	0.5 km	290.00++	325.00++	5 Star				
The Ritz-Carlton Millenia Singapore	Deluxe	0.5 km	360.00++	390.00++	5 Star				
InterContinental Singapore	Deluxe	3.5 km	300.00++	330.00++	5 Star				
<b>LAVENDER AREA</b>									
Hotel Boss	Superior	4.5 km	117.00++ (no breakfast)		3 Star				
V Hotel Lavender	Superior	5.0 km	126.00++ (no breakfast)		3 Star				

Check-in Date: \_\_\_\_\_ Flight details: \_\_\_\_\_ Time: \_\_\_\_\_

Check-out Date: \_\_\_\_\_ Flight details: \_\_\_\_\_ Time: \_\_\_\_\_

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Email: [hotel@apch2017.org](mailto:hotel@apch2017.org)

Name of delegate: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 First name Middle name Family name

#### II. Mode of payment **Check choices. Your room reservation is not confirmed until payment is received.**

CREDIT CARD [please select one]     VISA     MASTERCARD     AMERICAN EXPRESS

Card holder's name (as in credit card): \_\_\_\_\_

Credit card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Expiry date: \_\_\_\_\_ / \_\_\_\_\_  
 (15 digits for AMEX, 16 digits for VISA / MASTER) (mm / yy)

For AMEX credit card holders only, please fill in the four digits security numbers printed (non-embossed) on the right-hand corner of the card \_\_\_\_\_

For VISA/MASTERCARD credit card holders only, please fill in the three digits security numbers printed (non-embossed) on the signature panel on the reverse side of the card  
 \_\_\_\_\_

I hereby authorise the hotel to charge one room night as deposit for reservation of room/s and full duration for any cancellation of room/s made by me after 1st August 2017, Tuesday (Please refer to the Terms and Conditions listed below).

Signature of cardholder: \_\_\_\_\_ (Essential)    Date of authorisation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 (Authorising charge and acknowledging cancellation policy) ( dd / mm / yy )

#### Terms and Conditions:

- To ensure that a room has been reserved all information in the booking form need to be fully completed with signature and fax or email to the Congress secretariat housing & bureau. No reservation will be made for incomplete forms. Email & telephone requests will not be accepted.
- Please be informed that all hotel bookings made would be charged directly by the hotel booked.
- All official hotels would require a full credit card details including the credit card number, security code and expiry date and at least one night's room deposit (plus 10% service charge and prevailing government taxes (GST) which currently is charged at 7%) to secure reservation. The remaining payment should be settled at check-out and will be charged in Singapore dollars.
- Any cancellation must be notified in writing to **APCH 2017** Congress secretariat & housing bureau at email by 1st August 2017, Tuesday. In this case, the hotel shall be entitled to charge at least one (1) night's room charge (plus 10% service charge, and prevailing government taxes (GST) which currently is charged at 7%) to your credit card. For any cancellation received after 1st August 2017, Tuesday, the hotel shall be entitled to charge the full duration of room nights booked (plus 10% service charge, and prevailing government taxes (GST) which currently is charged at 7%) to your credit card.
- Kindly note the official check-in and the late check-out time (some hotels would have a different check-out time) and the charges: **official check-in** time is at **1500hrs** and the check-out time is at **1100hrs or 1200hrs** and a **50% charge** will be imposed for check-out **before 1800hrs** and a **full day rate** for check-out **after 1800hrs**.
- For early arrival in the morning before check-in time, you are advised to book an extra room night. An extra room night would not be reserved should the Congress secretariat & housing bureau not receive any instruction from you to do so. Should you be checking out late, the late check-out charges as stated above in point 5 would apply.
- Please send by email or fax the duly completed and signed hotel booking form to :  
**APCH 2017** Congress secretariat & housing bureau: c/o ace:daytons direct (international) pte ltd  
 2 Leng Kee Road #04-01 Thye Hong Centre Singapore 159086. Fax: +65 6475 2077 Email: [hotel@apch2017.org](mailto:hotel@apch2017.org)
- Room bookings through airline, corporate programmes and travel agents will not be entertained by the hotels during the Congress period.
- Please retain a copy of this form for your record.
- Within five working days from the receipt of the signed hotel booking form, an acknowledgement note with a reservation number will be issued to you via email or fax only. Please state clearly your email address and fax number in the form.
- As a limited number of rooms have been reserved for participants, please make and confirm your booking early & promptly. The closing date for hotel reservations is 1st August 2017, Tuesday. After **1st August 2017, Tuesday**, the booking of rooms will be subject to room availability & prevailing rate at time of booking of the individual hotels. **APCH 2017** Congress secretariat & housing bureau will assist in making arrangements on hotel reservations on your behalf.

*Disclaimer:*

The information provided above by the **APCH 2017** Congress secretariat & housing bureau are to assist you in your search for accommodation. The information provided is compiled in good faith.