

## HOTEL ROOM RESERVATION FORM

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

Full Name: Dr / Mr / Ms.		
Company:		Tel:
Address:		Email:
City/Postcode:	Country:	
Arrival Date:	Flight No.:	Time:
Departure Date:	Flight No.:	Time:
Nationality:	Date of Birth:	
Credit Card Details:	<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	
Card Number:		
Expiry Date:	Signature:	

**Please make room reservation for \_\_\_\_\_ night (s), from \_\_\_\_\_ to \_\_\_\_\_ May 2025 as indicated below:**

	<p>Please complete the following details for room reservation and <b>email</b> back by <b>14 April 2025</b> to <a href="mailto:michelle.thong@one15marina.com">michelle.thong@one15marina.com</a></p> <p> <input type="checkbox"/> Hill View Room – <b>S\$290++ per night</b>  <input type="checkbox"/> Marina View Room – <b>S\$328++ per night</b> </p> <ul style="list-style-type: none"> <li>• Inclusive of complimentary in room internet access</li> <li>• Additional breakfast charged at S\$20++ per person per day</li> <li>• Subject to 10% Service Charge and prevailing taxes, currently at 9% Goods &amp; Service Tax (GST).</li> <li>• Check-in 3pm / Check-out 12pm</li> </ul>
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### **HOTEL RESERVATION INFORMATION & CONDITIONS:**

- a) All reservations must be made on the official Hotel Room Reservation Form.
- b) Print full details clearly to avoid any delay in the processing of your reservations.
- c) All rooms are to be guaranteed by delegates via a credit card. Delegates will be responsible for their own bookings and any cancellation fees should rooms be cancelled.
- d) Rooms will be released by 14 April 2025 and thereafter room rates will be extended at the Club's Best Available Rates.
- e) Bookings that are cancelled within 5 days prior to the arrival date will be subject to a one-night cancellation fee, charged to the credit card used for the guarantee.

#### **Booking Confirmation:**

- a) Upon receipt of the completed form, a confirmation email will be sent within two business days. This letter will serve as confirmation of the reservation
- b) At this stage, **no payment is required**. Credit card information collected during the booking process is used solely to guarantee the reservation.

#### **Check-In and Payment:**

- a) Upon arrival at ONE15 Marina, delegates will check in at the Front Office.
- b) The Front Office Team will collect payment for the room directly from the delegate at this time.

#### **Modifications and Cancellations:**

- a) Should there be a need to modify or cancel your booking, please contact **michelle.thong@one15marina.com** promptly.
- b) Note that changes or cancellations may be subject to terms and conditions, including applicable fees.