

Important Note :

 Booking after **08 September 2017**, are subject to availability and rates may change

OUR SERVICES
1) HOTEL ACCOMMODATION – BASED ON PER ROOM PER NIGHT IN SINGAPORE DOLLARS

Hotel	Category	From Airport (Estimated)	Nearest MRT	To Hwa Chong Institution (Estimated)	Room, Breakfast & Internet (SGD)	
					Single	Twin
Hotel Boss	3*	15 mins	Lavender	20 mins	\$155.00	\$175.00
V Hotel Lavender	3*	20 mins	Lavender	20 mins	\$170.00	\$190.00
Hotel Chancellor @ Orchard	3*	25 mins	Somerset / Dhoby Ghaut	20 mins	\$170.00	\$190.00
Ibis Singapore Bencoolen	3*	18 mins	Bugis	25 mins	\$170.00	\$200.00
Mecure Singapore Bugis	3*	20 mins	Bugis	25 mins	\$195.00	\$215.00
Village Hotel Bugis	3*	20 mins	Bugis	20 mins	\$200.00	\$220.00
30 Bencoolen Hotel	3*	20 mins	Bras Basah	25 mins	\$215.00	\$235.00
Furama Riverfront	4*	25 mins	Chinatown / Clarke Quay	25 mins	\$200.00	\$220.00
Holiday Inn Singapore Atrium	4*	25 mins	Outram Park	25 mins	\$210.00	\$230.00
Rendezvous Hotel	4*	20 mins	Dhoby Ghaut	25 mins	\$240.00	\$270.00
Orchard Hotel	4*	20 mins	Orchard	15 mins	\$260.00	\$280.00
York Hotel	4*	25 mins	Orchard	15 mins	\$265.00	\$285.00
Concorde Hotel (Room w/Balcony)	4*	25 mins	Somerset / Dhoby Ghaut	20 mins	\$275.00	\$295.00

Official Check-in Time	After 15:00 hrs	For guaranteed early check-in, please pre-block guest room one night prior to arrival
Official Check-out Time	By 11:00 hrs	Check out by 18:00 hrs – 50% of the above room rate Check out after 18:00 hrs – 100% of the above room rate

OPTIONAL: Please note all guest rooms request for early check-in/late checkout are subject to availability

Please note

- Prices include Room Rates, Breakfast and Internet in the Hotel
- All guest rooms' rates are quoted in Singapore Dollar, per room per night basis and net inclusive of prevailing service charge and government tax (computed as 17.70%)
- The rates are applicable for the above event with reservation and full payment made through Tour East Singapore
- One night deposit (non-refundable) x no. of rooms blocked is required for confirmation of booking
- Internet may come in form of wired or wireless and in Single Room, up to 1 user and in Twin Room up to 2 users
- If you wish to stay in a particular hotel of your choice which is not listed or other services, please feel free to contact Tour East.

2) AIRPORT TRANSFERS

If you have deviation from group airport transfer, please feel free to let us know at thimun@toureast.net

Above rates are inclusive of separate luggage van for baggage transfer for coach of more than 25 guests, if necessary.

One-way Transfer (Airport to Hotel or vice versa)	Type of Vehicle	Cost Per Vehicle (SGD) (ETA / ETD Pick-up between 07:01hrs to 23:00hrs)	Cost Per Vehicle (SGD) (ETA / ETD Pick-up between 23:00hrs to 07:00hrs)
Based on 03 – 07 persons	13-Seater Mini Van	\$ 170.00	\$ 250.00
Based on 08 – 20 persons	23-Seater Coach	\$ 280.00	\$430.00
Based on 21 – 25 persons	45-Seater Coach	\$ 400.00	\$550.00
Based on 26 – 40 persons	45-Seater Coach	\$500.00	\$650.00

3) CONFERENCE SHUTTLE

2 Way Transfer (Hotel – SALT Centre – Hotel)	Capacity (Per Vehicle)	Private Basis (Per Vehicle)	Non-exclusive basis (Per person)
13-seater Mini Van	Maximum 12 persons	\$ 200.00	\$15.00
23-seater Coach	Maximum 22 persons	\$ 300.00	
45-seater Coach	Maximum 44 persons	\$ 500.00	

IMPORTANT NOTE

- Price includes transfer by deluxe air-conditioned vehicle
- Includes Coach Display Signage with school name
- In provision of immigration & customs clearance, coach will arrive at airport terminal coach bay 30-mins after flight landed. Waiting time of 30 minutes allowance will be given, any later, additional 1-way will be chargeable
- For exclusive conference shuttles, additional 1-way transfer shall be deemed chargeable should the waiting time per vehicle exceed 15-minutes
- Conference shuttle is based on non-stop point to point travel using shortest route. Additional stop chargeable at \$80.00 per stop
- For non-exclusive conference shuttle, a maximum grace period of 5 minutes will be given. We seek the cooperation of all school to be punctual.

4) SIGHTSEEING TOURS

We are able to offer customized tours and attraction tickets at discounted rates, please enquire via email at thimun@toureast.net

5) PAYMENT SCHEDULE

Period	Hotel Accommodation Booking	Transfers and Tours Booking
Upon Confirmation	1 Room Night Deposit x No. of Room Blocked (non-refundable)	25% of Agreed Services
By 08 September 2017 – Friday	Full Balance Payment	Full Balance Payment

Kindly note full payment must be made prior commencement of event. Any short payment must be made upon arrival

6) CANCELLATION POLICY

All cancellation must be in writing (either faxed or electronic mail) to Tour East with acknowledgement Cancellation refers to

- cancellation of partial or entire room blocks; and/ or
- date change resulting in a reduction of finalized room nights block
- no show

Period	Guest room	Transfers and Tours
Upon confirmation	Deposit forfeited	Deposit forfeited
By 08 September 2017 – Friday	Deposit forfeited	Balance payment
After 08 September 2017 – Friday	100% penalty (ie total no. of rooms x no. of nights blocked)	100% penalty