

ATTN : SENTOSA FINANCE DEPT / ADMISSION OPERATIONS DEPT:

A Copy for your retention and information please.

EVENT CONFIRMATION LETTER

Name of Function/Event : **CAPA Asia Aviation & Corporate Travel Summit 2018**

Date : **Event on 8 & 9 November 2018**

Time : **from 7.00am to 11.00pm daily**

Transport Arrangements : **Self-organised transfer / Car & Guests**

From : **SENTOSA GANTRY**

To : **CAPELLA SINGAPORE**

Number of Participants : **Flow**

IMPORTANT: All fields above are to be completed to gain access into island. This letter is to be used for guests traveling as a group via private Coach/Vehicle transfer to the hotel. Letter is to be retained at entry point. Kindly assess via Gantry gate 1 or 2.

This is to certify that the above groups arriving will be attending a Function at our premises. The number of guests is based upon final guaranteed numbers for the group.

Thank you & Regards

Shue Sng

Capella Singapore

Name: Shue Sng

Department: Sales & Marketing Department

Contact Number: 6591 5081

Date : 10 July 2018

Note: This letter is to be presented upon entry into Sentosa Island for guests attending the above-mentioned event for the Island admission fees to be waived. This letter is only applicable for entry by **taxi** or **car** or **self-organised transfers**. This letter to be used in-conjunction with the valid car or Coach passes.