

ATTN : SENTOSA FINANCE DEPT / ADMISSION OPERATIONS DEPT:

A Copy for your retention and information please.

EVENT CONFIRMATION LETTER

Name of Function/Event : **CAPA Global LCCs Summit**
Date : **Event on 1 & 2 March 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 : 20 November 2017

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.

CAPELLA
SINGAPORE
1 THE KNOLLS
SENTOSA ISLAND
SINGAPORE 098297

T +65 6377 8888

F +65 6337 3455

www.capellasingapore.com