



ATTN : SENTOSA FINANCE DEPT / ADMISSION OPERATIONS DEPT:

A Copy for your retention and information please.

EVENT CONFIRMATION LETTER

Name of Function/Event : **CAPA – Centre for Aviation**
Date : **6-8 November 2017**
Time : **from 7am – 11pm**
Transport Arrangements : **Self-organised transfer / Car & Guests**
From : **SENTOSA GANTRY**
To : **CAPELLA SINGAPORE**

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.

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

Joanne Tay

Capella Singapore

Name: Joanne Tay

Department: Sales & Marketing Department

Contact Number: 6591 5019

Date : 10 July 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-organized transfers**. This letter to be used in-conjunction with the valid car or Coach passes.

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