



HOTEL RESERVATION FORM

Insert venue's name and address; date of meeting

Instructions to call, fax or email reservation as per the Hotel contract; include Group name of identifier for group rate

Registration Deadline: insert date

Name _____ **Arrival Date:** _____

Address _____ **Departure Date:** _____

City _____ State _____ Zip _____

Phone _____ Email: _____

Rooming With: insert terms as per Hotel requirement: if one person or every person sharing the room should submit form

PACKAGE RATES

- () **Single:** \$ _____ per person
- () **Double** \$ _____ per person
- () **Triple** \$ _____ per person Roll-away additional \$ _____ per night

Package Includes:

Insert all information that applies and anything not included (e.g., taxes)

() **Thursday** \$ _____ plus tax – room only

Reservations received after the reservation deadline are subject to availability and will be charged at regular, hotel rate. No refunds for early departure or missed meals - - cannot guarantee room type or room location.

Cancellations may be made up to insert hotel cancellation policy

Check-in: insert time p.m.

Check-out: insert time

DEPOSIT PAYMENT:

All reservations must be guaranteed by advance deposit of one night's stay or credit card.

Check (payable to hotel name) # _____ Amount \$ _____

Credit Card: # _____ Type _____

Name as it appears on the Card: _____ Exp Date _____

Card Holder Signature: _____