



Reservation Request Form

Please complete form, then print and fax to (Canada Country Code +) 780-453-2077

First Name: _____ Last Name: _____

Company: _____

Address: _____ City: _____

Prov/State: _____ Postal/Zip Code: _____

Phone: (_____) _____ Fax: (_____) _____

Payment Information

Name on Credit Card: _____ Card Type: _____

Card Number: _____ Exp. Date: _____

Accommodation Bureau Policy

- Rooms will be assigned on a first-come first-served basis (Hotels sell-out early).
- Prices quoted are for clients booking through EventGuest only.
- Hotels will confirm directly. Please check confirmation for advance deposit requirements.

Room Occupants

Instructions:

- List names of all persons occupying each room.
- Select room type desired, with arrival and departure dates.
- Late arrivals require credit card to cover first night accommodation.
- In all cases other than specified, there will be an additional charge for more than two people or cot in one room.

Names of ALL Room Occupants

Room #1: 1. _____ Single Hotel Room (check one) ___ 1 Bed ___ 2 Beds
 2. _____ ___ Smoking ___ Non-Smoking
 3. _____ Arrival Date: _____
 4. _____ Departure Date: _____
 Arrival Time: _____, ___ AM ___ PM

Room #2: 1. _____ Single Hotel Room (check one) ___ 1 Bed ___ 2 Beds
 2. _____ ___ Smoking ___ Non-Smoking
 3. _____ Arrival Date: _____
 4. _____ Departure Date: _____
 Arrival Time: _____, ___ AM ___ PM

Hotel Preference (Complete Hotel Name - for hotel names and rates see List of Hotels)

NOTE: You are always given your first choice unless the hotel is totally booked for that date.

First Choice: _____

Second Choice: _____ Third Choice: _____

Please note: Be sure to list your top three choices.

If these Hotels are sold out may we reserve space for you at an alternative Hotel: ___ Yes ___ No