

Spring ABS Guest Reservation

INFORMATION MANAGEMENT NETWORK SPRING ABS APRIL 29 – MAY 2, 2007 THE RALEIGH

Reservation Contact: **Estelle Gae**
Email: EGae@raleighhotel.com
Phone: **305-612-1124**
Fax: **305-612-1145**

PLEASE EMAIL THIS FORM TO ESTELLE BY APRIL 6, 2007.

You will receive confirmation numbers within 2 weeks.
Once receiving confirmation all changes/queries must be made directly through Estelle Gae at the Raleigh Hotel. The cancellation policy for your reservation can be found at the end of this form.

Contact Name:
Company Name:
Contact's Email:
Contacts Phone:
Number and type of rooms allocated (cost is per night).

Please Fill in All of the Below:

Name of GUEST(s): Each reservation must be made under a separate name. These names can be changed directly with the hotel prior to arrival.
GUEST NAME:
ROOM TYPE:
Exact Name on Credit Card:
Credit Card Type:
Credit Card Number:
Expiration Date:
Check in/out Dates:
Rooms allocated: All rooms will be held 4/29/07 – 5/2/07.* If you need different dates, please request on this form. Extra nights are not guaranteed.

GUEST NAME:
ROOM TYPE:
Exact Name on Credit Card:
Credit Card Type:
Credit Card Number:
Expiration Date:
Check in/out Dates:
Rooms allocated: All rooms will be held 4/29/07 - 5/2/07.* If you need different dates, please request on this form. Extra nights are not guaranteed.

GUEST NAME:
ROOM TYPE:
Exact Name on Credit Card:
Credit Card Type:
Credit Card Number:
Expiration Date:
Check in/out Dates:
Rooms allocated: All rooms will be held 4/29/07 - 5/2/07.* If you need different dates, please request on this form. Extra nights are not guaranteed.
<u>To ADD Additional Guest Names You must copy the above form and paste it below this one. All details must be filled in for each.</u>

Cancellation/changes policy:

CANCELLATION POLICY: 2 nights non-refundable deposit is required when making a reservation. Guests maintain the right to reduce their length of stay without penalty at any time prior to March 29 as long as they maintain a 2 night minimum. After March 29, any cancellations or changes will be handled as follows:

- Guests cancelling a 2 night stay will be charged for 2 nights. Guests may not reduce their stay below 2 nights.
- Guests cancelling a 3 or more night stay will be charged for 3 nights.
- Guests reducing a 3 or more night stay to below 3 nights will be charged for a minimum of 3 nights.

NO-SHOW POLICY:

If a guest does not check-in on the reserved check-in date (and has not notified the hotel of any changes), the room will be subject to release. If the room is released, deposits will not be returned unless the hotel is able to resell the room.

ANY CHANGES MADE AFTER THE INITIAL RESERVATION IS CONFIRMED MUST BE MADE IN WRITING VIA EMAIL OR FAX TO ESTELLE GAE.

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Fax: [305-612-1145](tel:305-612-1145)

Attn: [Estelle Gae](#)