

Key person for contact \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Website \_\_\_\_\_

Toll Free Number \_\_\_\_\_



### Facilities

☐ Standard Room with 1 king-sized bed

☐ Standard Room with kitchenette

☐ Standard Room with 2 double-sized beds

☐ Furnished Apartment

☐ Suite

Other \_\_\_\_\_

Total rooms on property \_\_\_\_\_

Number of smoking rooms \_\_\_\_\_

Number of nonsmoking rooms \_\_\_\_\_

### Location

Nearest Airport \_\_\_\_\_

Distance \_\_\_\_\_

Downtown \_\_\_\_\_

Distance \_\_\_\_\_

Other locations \_\_\_\_\_

Distance \_\_\_\_\_

### Amenities, Services and Facilities

☐ Sleeping rooms on secure floor

☐ Cost free connection to long distance carrier

☐ Secure parking

☐ Car rental agency on property

☐ Free parking

☐ Will provide last room availability

☐ Free airport shuttle

☐ Free internet connection

☐ Full service restaurant on property

☐ Free local calls

Other features such as cable tv, indoor pool/outdoor pool, A/V costs, Park & Fly policies



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## Rates

**Double** \_\_\_\_\_ **Quadruple** \_\_\_\_\_



### Rates Include

- ☐ free full breakfast (seated/full menu or buffet with comparable choices)
- ☐ free continental breakfast
- ☐ no breakfast

## Blackout Periods

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[illegible]