## PLACE VANIER GUEST LIST

- The complete guest list is due by **July 26**, **2013**. To expedite the check-in process, please complete the guest list template provided below.
- Please note that this template is a guideline only, and actual allocations may vary.
- Chaperones to be indicated with an asterisk (\*). Age must be indicated for guests under 19.
- Each floor holds approximately 24 guests. Room numbers will be assigned by the Front Desk upon arrival.

Room	Single/ Twin	Last Name	First Name	M/F	Age	Arrival Date	Departure Date
	S						
	S						
	S						
	S						
	S						
	S						
	S						
	S						
	S						
	S						
	S						
	S						
	S						
	S						
	S						
	S						
Preferred pairings for twin rooms (Please note that 4 twin rooms cannot be guaranteed)							
	т						
	- т						
	т						
	— т						



PLACE VANIER GUEST LIST							
Room	Single / Twin	Last Name	First Name	M/ F	Age	Arrival Date	Departure Date
	S						
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Preferred pairings for twin rooms (Please note that 4 twin rooms cannot be guaranteed)							
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Notes/Special Requests						
	Questionnaire					
What is your estimated time of arrival?	AM	PM	_			
What is your estimated time of departure?	AM	PM				
Will guests arrive as a group?	Tes Yes	No				
Assign males and females to separate floors?	Yes	No				
Is bus parking required?	Yes	□ No				
Does the bus driver require accommodation?	No, already made booking	Yes, please reserve				
		Private Suite	Dorm Room			
Who can be kept on file as an emergency contact person while the group is staying in-house?	Name:	Cell Phone Numb	lumber:			
Please Note the Following						
Check-in is after 3:00pm and check-out is 11:00am.						
Luggage storage is available upon request for early arrivals and/or late departures.						
Every effort will be made to accommodate male and females on separate floors when requested. However, these arrangements cannot be guaranteed.						
Please attach event itinerary if available.						
[] (Team Name) will cover the following charges for all guests (check only those that apply):						
Room + tax Parking for other vehicles (not	: buses)	local phone calls	long distance calls			
Are guests responsible for paying their additional room night charges if they extend their reservations?						
Yes No						
Print Name	Date					
Signature						