



WALTER GAGE STANDARD SINGLES

- The complete guest list is due by **May 9, 2013**. To expedite the check-in process, please complete the guest list template provided below.
- Room numbers will be assigned by the Front Desk Attendant on the arrival date.

ROOM	LAST NAME	FIRST NAME	M/F	ARRIVAL DATE	DEPARTURE DATE
Apartment 1					
Apartment 2					
Apartment 3					



ROOM	LAST NAME	FIRST NAME	M/F	ARRIVAL DATE	DEPARTURE DATE
Apartment 4					
Apartment 5					
Apartment 6					
Apartment 7					



ROOM	LAST NAME	FIRST NAME	M/F	ARRIVAL DATE	DEPARTURE DATE
Apartment 8					
Apartment 9					
Apartment 10					
Apartment 11					



Notes/Special Requests		

Questionnaire		
What is your estimated time of arrival?	<input type="checkbox"/> AM _____	<input type="checkbox"/> PM _____
What is your estimated time of departure?	<input type="checkbox"/> AM _____	<input type="checkbox"/> PM _____
Will guests arrive as a group?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Assign males and females to separate floors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is bus parking required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the bus driver require accommodation?	<input type="checkbox"/> No, already made booking	<input type="checkbox"/> Yes, please reserve
		<input type="checkbox"/> Private Suite <input type="checkbox"/> Dorm Room
Who can be kept on file as an emergency contact person while the group is staying in-house?	Name:	Cell Phone Number:

Please Note the Following

<input type="checkbox"/> Check-in is after 3:00pm and check-out is 11:00am.				
<input type="checkbox"/> Luggage storage is available upon request for early arrivals and/or late departures.				
<input type="checkbox"/> Every effort will be made to accommodate male and females on separate floors when requested. However, these arrangements cannot be guaranteed.				
<input type="checkbox"/> Please attach event itinerary if available.				
<input type="checkbox"/> _____ (Team Name) will cover the following charges for all guests <i>(check only those that apply):</i>				
<input type="checkbox"/> Room + tax	<input type="checkbox"/> Parking for other vehicles (not buses)	<input type="checkbox"/> Internet	<input type="checkbox"/> local phone calls	<input type="checkbox"/> long distance calls
<input type="checkbox"/> Are guests responsible for paying their additional room night charges if they extend their reservations?				
<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Print Name	Date
Signature	