

Carleton University Residence Accommodation Reservation Form **2006 Eastern Ontario (Chess) Open**

Please complete this form and:

- **Email** it with **credit card number** to: **Theresa_Ellwood@carleton.ca**
- **Or Fax** it with **credit card number** to Carleton University Tour and Conference Centre **613-520-3952**
- **Or mail** it with **money order, certified cheque or credit card number** to:
Carleton University Tour and Conference Centre,
261 Stormont Building,
1125 Colonel By Drive,
Ottawa, Ontario, Canada, K1S 5B6

One Line per person, children included

<u>Surname</u>	<u>First Name</u>	<u>Gender</u> Circle one		Arrival Date	Departure Date
		M	F		
<u>Surname</u>	<u>First Name</u>	<u>Gender</u> Circle one		Arrival Date	Departure Date
		M	F		

Accommodation Type (Please circle one)	Description	Price / person/ night INCLUDING breakfast and taxes
Prescott House single	<ul style="list-style-type: none"> ❖ 1 bedroom (individually lockable) with 1 double bed in either a 2 or 4 -bedroom suite ❖ Shared bathroom in suite 	\$58.52 per person
Prescott House double Double accommodation	<ul style="list-style-type: none"> ❖ 2 people per bedroom (individually lockable) (sharing 1 double bed) ❖ Shared bathroom in suite Sharing with (please specify name of roommate) : _____ 	\$41.04 per person

Street Address: _____ City: _____
 Country: _____ Post Code: _____
 Phone Number: () _____ Fax: () _____
 Email: _____ @ _____

Payment: Certified Cheque enclosed Money Order enclosed Credit Card information below
☐ Payment by a third Party – Name of 3rd Party: _____

Any payment is only to hold the room. The cheque or credit card will processed upon arrival.

(Visa or Mastercard only): Card Number: _____ Expiry Date: _____

I authorize debit to the above credit card for all charges relating to those clients named above in relation to:
 Accommodation, parking and telephone.

CARD HOLDER SIGNATURE _____

*Cancellation Policy: 24 hours notice required to cancel booking,
 or one full night's accommodation will be charged to credit card*

CHECK IN TIME: AFTER 3:00 PM CHECK OUT TIME: BEFORE 11:00 AM

Parking: \$8.00 per day; but FREE from 10:30 PM Friday to 11:00 AM Monday!

Office use only: Confirmation sent: _____ Participant #: _____