

Workshop for Instruction in Library Use (WILU)

May 23-25, 2012

MacEwan Residence

Group Accommodation Reservation Form

Reserve your accommodation by faxing, mailing or emailing this completed form to MacEwan Residence at:

Fax: 780-633-8910

Mail: MacEwan Residence

E-Mail: stay@macewan.ca

11050 104 Avenue
 Edmonton, AB T5K 2Y9

Have you previously made a reservation at MacEwan? Yes No

(Please Type or Print)

Arrival Date (MM/DD) Estimated arrival time Departure Date

Contact Last First

Address

City Prov. Postal Code

Res. Phone Work/Cell Phone

E-Mail Fax

(E-Mail where confirmation to be sent)

Accommodation Request

#__ 2 Bedroom Suite	\$72.00/suite/night	# of guests _____
#__ 4 Bedroom Suite	\$160.00/suite/night	# of guests _____
#__ Bachelor Suite	\$60.00/suite/night	# of guests _____
#__ Hotel Suite Queen	\$90.00/suite/night	# of guests _____
#__ Hotel Suite Queen Double	\$98.00/suite/night	# of guests _____

Rates are subject to 5% GST and 4% Alberta Hotel Tax

- Credit card information is required to secure a reservation.
- Cancellations and changes may be made to a reservation up to **48 hours prior to arrival**. **After this time, all charges for all nights' accommodation will be applied to the credit card on file. There will be no refunds or adjustments for cancellations, no shows, late arrivals or early departures.**
- Full payment for all nights' accommodation and parking due upon arrival.
- All suites are equipped with double beds; linen & towels are changed every three (3) days.
- Suites are not equipped with dishes or cooking utensils.

Method of Payment

Visa Master Card - - - Expiry Date

Cardholder Name Phone # Card Holder Signature

The personal information requested on this form is collected and protected under the authority of the Alberta Freedom of Information and Protection of Privacy Act. The information is used for the purposes of managing the accommodation arrangements.

MacEwan Residence Internal use only

Confirmation # _____ Entered by _____ Tent Room # _____
 Confirmation sent _____