



## GUEST ACCOMMODATION FORM

### APPLICANT INFORMATION

Name:	
Home Phone:	Cell Phone:
Phone on Travel Day:	Email:

### ACCOMMODATIONS

SINGLE OCCUPANCY (\$25.00 per person):	Male / Female / Other (specify):
ARRIVAL DATE:	TIME:
DEPARTURE DATE:	TIME:

DOUBLE OCCUPANCY (\$25.00 per person, per night): (COUPLES ONLY)	SPOUSE'S NAME:
Male / Female / Other (specify):	

ARRIVAL DATE:	TIME:	<b>Office Use Only</b>	
DEPARTURE DATE:	TIME:	NO. of Ppl ___ x NO. of Nights ___ =	
GUEST SUITE (\$65.00 per night):		GST 5%	
ARRIVAL DATE:	TIME:	PST 7%	
DEPARTURE DATE:	TIME:	Total	=

### TRAVEL INFORMATION (ARRIVAL)

Date:	Airline:	Flight Number:	Arrival Time:
Arrival Time to Booth University College:			
<b>IMPORTANT:</b> THE ON-CALL STAFF WILL BE AVAILABLE FOR YOUR ARRIVAL IF YOU SPECIFY AN ARRIVAL TIME. <u>WITHOUT AN ARRIVAL TIME, YOU MAY NOT RECEIVE ACCESS TO THE BUILDING.</u> SUDDEN CHANGES TO YOUR TRAVEL SCHEDULE OUTSIDE OF BUSINESS HOURS MUST BE ALERTED TO: 204.996.3495. PLEASE CALL 30 MINUTES PRIOR TO YOUR ARRIVAL TO BOOTH UC			

### PAYMENT INFORMATION

Credit Card Payment	Check one	<input type="checkbox"/>	Visa	<input type="checkbox"/>	MC
Name of Card Holder:					
Credit Card Number: <b>PLEASE CALL 204.924.4854 TO PROVIDE NUMBER</b>				Exp. Date:	

### SUBMISSION OF FORM

All forms should be submitted to the Hospitality Services Assistant no later than a week prior to arrival date.  
Email: [Angie\\_coe@boothuc.ca](mailto:Angie_coe@boothuc.ca) | Fax: 204.942.3856 | Mail: 447 Webb Place, Winnipeg, MB. R3B 2P2

### FOR OFFICE USE

Key(s):	Fob:
Signature of guest upon receipt of key(s)/Fob:	

*In keeping with the Federal Privacy Law, personal information collected will be used for the purposes of preparing for events, preparing meals including dietary restrictions, accommodation arrangements, billing and mailings to the organizations. If you have any concerns about this, wish to opt out, or for more information on our Privacy Policy, please contact our Privacy Officer at [privacy@BoothUC.ca](mailto:privacy@BoothUC.ca), call 947-6701, or check out our website at [www.BoothUC.ca](http://www.BoothUC.ca).*