



UNIVERSITY OF ALBERTA

Accommodation Reservation Form Guest Services - University of Alberta - Lister Centre

CMS 2016

June 23-28, 2016

Please fax your completed reservation form to 780-492-5597 or email to guest.services@ualberta.ca

Arrival Date:		Departure Date:	
Name		(Gender)	
First	Last		
Address		Telephone	
City/Town		Postal Code	
Province/State		Country	
Email Address			
Roommate Name			
First	Last	(Gender)	

CHECK IN TIME IS 4:00 pm --- CHECK OUT TIME IS 11:00 am

PREFERRED ROOM TYPE: Your reservation and/or preferred room type are NOT guaranteed until confirmation is sent by Guest Services, University of Alberta. Room rates do NOT include applicable taxes. Please indicate the number of rooms required. Rooms will be assigned based on availability and number of people in room, and a confirmation will be provided via email.

GUEST ROOMS: Accommodation is provided in a limited number of guest rooms (20 in total) with private washrooms in either queen or double occupancy. Queen rooms offer one queen size bed; Queen with Sofa Bed; Double rooms offer two double beds. Rates listed are based on single or double occupancy and include high speed internet access. Guest rooms offer televisions, telephones (free local calls) and clock radios as well as daily housekeeping service. Contact 780-492-6056 for information on accommodation for 3 or 4 people.

	1 Queen Size Bed - single or double occupancy	\$99.00 per room per night
	1 Queen Size Bed with double Sofa Bed - single or double occupancy	\$99.00 per room per night
	2 Double Beds - single or double occupancy	\$99.00 per room per night

PRIVATE DORM ROOMS: Accommodation is provided in private dorm rooms with a **single bed** (SINGLE OCCUPANCY). Each room has its own private washroom with a toilet, sink and shower. Linen and towel services; high speed internet access included. **AVAILABLE MAY to AUGUST ONLY.**

	Private Dorm Room with 1 Single Bed - single occupancy	\$69.00 per room per night
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PLEASE NOTE: Reservations will be confirmed only if this form has complete credit card information. Notice of cancellations must be received no later than two business days prior to arrival. By signing below, you agree with this policy and authorize the University of Alberta to charge your credit card for the first night should you fail to provide sufficient notice. Credit Card numbers will be used to guarantee the reservation with full payment required at check-in (cash, debit, or credit card). Please note that if paying by the credit card used to guarantee the room, the physical card must be presented at check-in.

To guarantee the room, please complete the following:

Card Type (please circle) Visa MasterCard American Express

CREDIT CARD NUMBER _____ EXPIRY DATE _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____ DATE _____

Guest Services - University of Alberta

ACCOMMODATION INFORMATION

Lister Centre at the University of Alberta is conveniently located 30 minutes from the International Airport and is easily accessible by private and public transportation.

Reservations for rooms can be made by calling 780-492-6056, by e-mail at guest.services@ualberta.ca, or by faxing our office at 780-492-5597.

Please note, Guest Services offers a limited number of certain room types and takes reservations on a first come, first serve basis. By completing this reservation form, your accommodation is NOT guaranteed. Upon receipt, confirmation of availability will be provided to you by Guest Services.

All buildings on the University of Alberta Campus are non-smoking. Smoking is permitted outside only.

For long distance calls, telephones in the guest rooms require calling cards that access a toll free number to connect.

FOR OFFICE USE ONLY	
Date Received _____	
Confirmation Mailed _____	By _____
Room Assigned _____	By _____
Amount _____	Receipt # _____

A credit card number is required to confirm your reservation. Please provide 48 hours notice of cancellation or you will forfeit the cost of one night's accommodation.

Guest Services

University of Alberta Conference Centre

1-042 Lister Centre – University of Alberta – Edmonton – Alberta – T6G 2H6

Telephone: (780) 492-6056 – Fax: (780) 492-5597

email: guest.services@ualberta.ca – www.ualberta.ca/conferenceservices