

## GUEST RESERVATION REQUEST

<b>TO:</b>	Reservations Department	<b>FROM:</b>	
<b>FAX:</b>	513-357-8688	<b>PAGES</b>	
<b>PHONE:</b>	800-876-2100	<b>DATE:</b>	
<b>RE:</b>	RESERVATION REQUEST	<b>CC:</b>	

<b>GROUP NAME:</b>	Group Name		
<b>GUEST NAME:</b>			
<b>ADDRESS:</b>			
<b>PHONE NUMBER:</b>			
<b>ARRIVAL DATE:</b>			
<b>DEPARTURE DATE:</b>			
<b>ROOM TYPE PREFERENCE:</b>			
<b>SPECIAL REQUESTS:</b>			
<b>CREDIT CARD NUMBER:</b>			
<b>EXPIRATION DATE:</b>		<b>CREDIT CARD TYPE:</b>	

All reservations must be guaranteed for arrival with a valid credit card or one night's room and tax deposit received no later than five (5) business days after reservation is made. The cancellation policy for this group is 4:00 P.M. day of arrival. To avoid a cancellation fee equal to one night's room and tax, you must cancel your reservation by 4:00 P.M. Eastern Standard Time.

Room type preferences including smoking or bedding may be requested but are **not** guaranteed. We will do our best to accommodate guest requests, but they are based upon availability at time of check-in.

Check in time is 4:00 P.M. and check out time is 12:00 P.M. Guests must present a valid photo ID at check in. We accept cash, check and major credit cards (VS, MC, AX, DC, DS, CB). There is an ATM conveniently located in our lobby. Once this reservation request form has been received, a printed confirmation will be sent by mail to the address listed above. Thank you, we look forward to having you as our guest.