



Conference Services

1233 Colonel By Drive, Ottawa, ON, K1S 5B7, Canada
Tel: (613) 520-5611 (toll free in Canada) 1-866-278-8687
Fax: (613) 520-3952

1. Delegate Name (billing address)

First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>		City
Tel	(<input type="text"/>) <input type="text"/>	Province	<input type="text"/>
eMail	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		
Do you require accessible room(s)? (single bed / single room only)	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Are You a Carleton Alumni? (25% discount on prices below, MUST show Alumni ID required at check in to be re-imbursed)	<input type="checkbox"/>	Yes	<input type="checkbox"/>
School / Affiliation:	<input type="text"/>		

2. Your Reservation

Arrival Date	<input type="text"/>	Departure Date	<input type="text"/>		
# of male guests in your party	<input type="text"/>	# of female guests in your party	<input type="text"/>		
Rates are Per Bedroom, Per night. (including breakfast and tax)					
			Regular	# of Rooms	# of People
Single Room <i>Suite Style</i>	1 Double Bed	1 Person per bed	\$ 64.46	<input type="text"/>	<input type="text"/>
Double Room <i>Suite Style</i>	1 Double Bed	2 People per bed	\$ 90.29	<input type="text"/>	<input type="text"/>
If you are booking for a group, please indicate who is sharing the suite :					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
Room are part of a two (2) or four (4) person suite. Each suite has a common area with a refrigerator, microwave and small preparation area. Please note that there are no dishes or utensils in the room. Each suite has a shared bathroom. Two bedroom suites have one shared bathroom and four bedroom suites have two shared bathrooms.					
All of our guests may be required to share a washroom with other guests. For this reason we allocate rooms for Males, Females and Couples. If your group includes males and females, please indicate how you wish your room to be allocated.					
My group wishes be housed in male/female couple rooms				<input type="text"/>	
My group wishes to be housed in same-sex rooms.				<input type="text"/>	

3. Payment Details

A valid credit card is required to book your reservation. The credit card provided will be billed upon receipt of this reservation form.

Cancellation Policy: If the reservation is cancelled outside 7 days prior to arrival, a full refund (minus a \$15 administration fee) will be provided. If the reservation is cancelled inside 7 days prior to arrival, the first night's fee, including tax, will be charged. Cancellations must be made via e-mail at Susan_maslin@carleton.ca

Card Number (Visa or Mastercard Only)	<input type="text"/>	Expiry Date	<input type="text"/>
Name on card	<input type="text"/>		
	3 Digit code on back of card:		

CP Input		Price Confirm		Rooms Assigned		Confirmation Email	
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