

HOTEL RESERVATION FORM



2014 CGCS Legislative and
Policy Conference
March 22-25, 2014
Washington, DC

The Mayflower Hotel
(a Renaissance Hotel)
1127 Connecticut Ave, NW
Washington, DC 20036

CGCS Housing Reservation Form

Fax: (202) 776-9184

www.renaissancemayflower.com

***Don't forget to register for the conference!**

*** Only 1 room reservation per form will be accepted ***

The Hotel is NOT accepting reservations via telephone, housing requests must be made using this form

Arrival: _____ Departure: _____

Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Name of person making this reservation: _____

Phone Number: _____ Fax Number: _____

Email Address of the person to receive confirmation of reservation: _____

Rates: \$224 Single/Double
\$20 extra person

Concierge: \$249 Single/Double

*** Group Rate cut-off date is Thursday, February 27, 2014**

Cancellation and Refund Policy:

Cancellations must be received by 5:00pm EST on Friday, February 27, 2014. Please obtain and retain your cancellation number to ensure a full refund. Any cancellation received after 2/27/14 is subject to a two night room and tax non-refundable cancellation fee retained by the hotel.

Bed Type Request: _____ 1 King Bed _____ 2 Double Beds

Additional Requests: _____

of persons in room: _____

*** Note prevailing tax is 14.5% per room per night**

Payment Information is required to confirm a guestroom for the CGCS Legislative/Policy Conference

Check Enclosed: _____

Checks may be sent for the cost of two (2) nights room and tax deposit and made payable to the Mayflower Hotel. (# nights x rate x prevailing tax)

***Credit card will be charged for payment of two (2) nights room and tax at the time the reservation is made.**

Credit Card: _____ Visa _____ MasterCard _____ American Express
_____ Discover _____ Diners Club

Number: _____ Expiration: _____

Cardholder Signature: _____

Reservation requests are available on a first come first serve basis up to the Group's contracted commitment

Your signature above is required to confirm a room and authorization for the 2-nights room and tax deposit.

Your signature above is also an acceptance of the cancellation policy.

This reservation will not be processed without a signature for the credit card or a check payment enclosed.