

GROUP BLOCK REQUEST FORM

FOR 3 OR MORE ROOMS

DEADLINE: June 20, 2016



CONTACT INFORMATION

Company:			
Contact First Name:		Last Name:	
Address:			
City:	State:	Zip:	Country:
Phone:		Fax:	
Email (required to receive confirmation):			

HOTEL PREFERENCE: Review hotels below and indicate your hotel choices in order of preference. Requests will be honored on a first-come, first-served, space available basis. Submit your request as soon as possible for the best opportunity of receiving your hotel choice.

Preference	Hotels	Single	Double	Triple	Quad
	Courtyard by Marriott Denver Downtown	\$172	\$172	\$172	\$172
	Crowne Plaza Denver Downtown	\$189	\$189	\$189	\$189
	Denver Marriott City Center	\$163	\$163	\$163	\$163
	Embassy Suites Denver - Downtown Convention Center	\$172	\$187	\$202	\$217
	Grand Hyatt Denver	\$163	\$163	\$188	\$213
	Hilton Garden Inn - Denver Downtown	\$172	\$172	\$172	\$172
	Homewood Suites by Hilton Downtown- Convention Center	\$172	\$172	\$172	\$172
	Hyatt Place/House Denver Downtown	\$163	\$163	\$163	\$163
	* Hyatt Regency Denver (4 night minimum stay)	\$109	\$109	\$134	\$156
	Sheraton Denver Downtown	\$172	\$172	\$172	\$172
	The Curtis - A Doubletree by Hilton	\$172	\$172	\$172	\$172

Below, please indicate the number of rooms (by bed type) you require each night. Your night by night room block (pattern) that you select will affect your hotel placement, therefore, be accurate and conservative.

Room Type	9/2/16 FRI	9/3/16 SAT	9/4/16 SUN	9/5/16 MON	9/6/16 TUE	9/7/16 WED	9/8/16 THU	9/9/16 FRI
One Bed:								
Two Beds:								
TOTAL ROOMS								

TERMS & CONDITIONS

DEADLINE DATE – June 20, 2016: A complete rooming list with names and arrival/departure dates for each reservation must be submitted. After this date rooms without individual names will be released. Rooming list must be accompanied by a credit card guarantee for one night's room & tax for each room. Rooming lists received without a valid guarantee/deposit will not be processed.

Once your block is confirmed, you will receive a Block Confirmation Letter via email with instructions for submitting your rooming list.

DEPOSIT: Rooming lists must be accompanied by a credit card guarantee for one night's room rate & tax for each room reserved. Hotels may charge a one night's room & tax deposit for each room reservation on or after **July 18, 2016**. The credit card you use to guarantee each room must be valid through September 2016.

TAX DISCLAIMER: Rates do not include the 14.75% hotel tax which is subject to change at any time.

***HYATT REGENCY CANCELLATION POLICY:** Two night's room and tax deposit forfeited entirely if cancellation occurs at any time.

ALL OTHER HOTELS CANCELLATION POLICY: Deposit of one night's room and tax will be forfeited if cancellation occurs within 72 hours of expected arrival date.

EARLY DEPARTURE FEE: Hotel may charge an early departure fee if you check out prior to your scheduled departure date.

I have read and agree to the Terms & Conditions.

Name: _____ Signature: _____

Return completed form to Ashley Garrett at Orchid Event Solutions:

Mail:
175 S. West Temple, Suite 20
Salt Lake City, UT 84101

Email: ashleyg@orchideventsolutions.com

Fax: 801-355-0250

(800) 572-9707 US Toll-free
(801) 505-4137 International
7:00 am – 6:00 pm MST, Mon–Fri