

UTECH 5th International Scientific Conference (July 18 – 21, 2018)

GROUP RESERVATION #: 344466		CUT OFF DATE June 18, 2018			
ARRIVAL DATE * <i>DD/MM/YY</i>	Airport Transfer? YES / NO Transfers cost US\$35 for up to 3 persons one-way. US\$15 per person thereafter.	FLIGHT TIME* <i>HH/mm</i>	FLIGHT # <i>Flight #</i>	DEPARTURE DATE <i>DD/MM/YY</i>	
GUEST NAME (S)	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> Other	<i>Print Primary Guest Name Here</i>			
SHARING WITH:	<i>Print Sharing Guest(s) Name(s) Here</i>				
# OF GUESTS	ADULTS:	CHILDREN:	<i>Maximum Capacity of a room is 4</i>		
Select room and bed type below by ticking the appropriate boxes	<i>Print any special requests here additional beds etc.</i>				
ROOM TYPE	BED TYPE (<input type="checkbox"/> KING/ <input type="checkbox"/> 2DBL BEDS)	SINGLE US\$	DOUBLE US\$	TRIPLE US\$	QUAD US\$
DELUXE		181.10	193.75	206.40	219.05
1 BEDROOM SUITE		225.38	238.03	300.68	313.33
PENTHOUSE DELUXE		197.55	210.20	222.85	235.50
PENTHOUSE 1 BEDROOM SUITE		300.01	312.66	325.31	337.96
* Room/Bed types will be booked based on availability * Check In Time 3:00 pm * Check Out Time 12 noon	Rates above are per room per night and are inclusive of Government Tax 16.5%, Service Charge – 10% & Special Room Tax - US\$ 4 Government Tax, Service Charge & Room tax are subject to change without prior notice.				
	Rates above include: - Sunrise Buffet Breakfast - Complimentary Wireless Internet - Flat screen TVs with premium cable channels				
CONTACT INFORMATION	PHONE #	E-MAIL ADDRESS:			
	STREET ADDRESS: <i>including zip code</i>				
CREDIT CARD GUARANTEE	TYPE* <i>Card Type</i>	CC NUMBER*		EXPIRY DATE**	
CARDHOLDER'S NAME		SIGNATURE		CVC #	
CANCELLATION POLICY	<ul style="list-style-type: none"> • All reservations must be guaranteed with first night's deposit to credit card and guaranteed for late arrival. • ***No block of rooms is being held. These will be all individually made reservations. • The Courtleigh Hotel & Suites will provide confirmation within 48 hours of receipt of the completed form. • If at any time after the Booking Deadline and rate cut-off of June 18, 2018 and up to 48 hours prior to arrival, the reservation should be cancelled or decreased in anyway, a late cancellation charge will be assessed amounting to one night's room revenue for each room cancelled. • If a cancellation is made less than 48 hours prior to arrival or in the event of a "NO SHOW" then a charge equivalent to one night's room rate will be charged for each room cancelled. • Guaranteed reservations are held until noon of the day following stated arrival date. 				

PLEASE COMPLETE ALL SECTIONS & RETURN BY FAX: 876-906-2224 OR
E-MAIL: salesmgr@courtleigh.com or sales3@courtleigh.com
 85 Knutsford Boulevard Kingston 5, Jamaica, West Indies
 Telephone: (876) 929-9000; Website: [HTTP://www.courtleigh.com](http://www.courtleigh.com)



TO: THE COURTLEIGH HOTEL & SUITES

FROM: _____

RE: PAYMENT OF DEPOSIT BY CREDIT CARD FOR ACCOMMODATION

UTECH 5th International Scientific Conference

I, _____, am authorizing, **THE COURTLEIGH HOTEL & SUITES** to charge my credit card, the amount of J\$/US\$ _____ which is the cost of the first night, for a booking from _____ to _____ for guest(s) _____.

If the guests are unable to make this trip, I will cancel at least seven (7) days prior to the arrival date so that I will not incur any penalties.

Penalty for cancellation: **One (1) Night Room Charge**

CREDIT CARD TYPE: _____

CREDIT CARD NUMBER: _____

EXPIRY DATE: _____

CARDHOLDER'S NAME: _____

CARDHOLDER'S SIGNATURE: _____

CARDHOLDER'S TEL. CONTACT: _____

CARDHOLDER'S CITY: _____

CARDHOLDER'S E-MAIL ADDRESS: _____

Completed form and supporting documents requested must be scanned and returned via e-mail with a copy (front and back) of the card and identification. Accepted forms of ID are: Driver's License or Passport. Faxed copies of these documents will **NOT be processed.**

Signature

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