

# Rex Nettleford Conference (October 9 – 11, 2019)

## HOTEL BOOKING FORM

|   |   |  |  |   |            |
|---|---|--|--|---|------------|
| <b>RESERVATION #</b>  | <i>To be completed by hotel staff</i>   |  | <b>BLOCK CODE:</b><br><b>374206</b>      | <b>CUT OFF DATE</b><br><b>September 9</b> |            |
| <b>ARRIVAL DATE *</b><br><i>DD/MM/YY</i>  | <b>FLIGHT #</b><br><i>Flight #</i>  | <b>FLIGHT TIME*</b><br><i>HH/mm</i>                  | <b>DEPARTURE DATE</b><br><i>DD/MM/YY</i> | <b>DEPARTURE TIME *</b><br><i>HH/mm</i>   |            |
| <b>GUEST NAME (S) *</b>   | <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr. <input type="checkbox"/> Other<br><i>Print Primary Guest Name Here</i>   |  |  |   |            |
| <b>SHARING WITH:</b>  | <i>Print Sharing Guest(s) Name (s) Here</i>   |  |  |   |            |
| <b># OF GUESTS *</b>  | <b>ADULTS:</b><br><i># of Adults</i>  | <b>CHILDREN:</b><br><i># of Children</i>             |  |   |            |
| Select room and bed type below by <b>ticking the appropriate boxes</b>  | <b>ROOM TYPE</b>  | <b>NIGHTLY RATE (US\$)</b>                           |  |   |            |
|   | ROOM TYPE/BED TYPE  | SINGLE   | DOUBLE                                   | TRIPLE                                    | QUAD       |
| <input type="checkbox"/> STANDARD OR SUPERIOR   |   | <b>135.56</b>  | <b>148.21</b>                            | <b>N/A</b>                                | <b>N/A</b> |
| <input type="checkbox"/>  |   |  |  |   |            |
| <ul style="list-style-type: none"> <li>• <b>Room/Bed types will be booked based on availability</b></li> <li>• <b>Check In Time 3:00 pm</b></li> <li>• <b>Check Out Time 12 noon</b></li> </ul> | Rates above are per room per night and are <b>inclusive of:</b> <ul style="list-style-type: none"> <li>- Government Tax – 16.5% &amp; Service Charge – 10%</li> <li>- Special Room Tax - US\$ 4</li> </ul> <b>Government Tax, Service Charge, and Room tax are subject to change and may be increased without prior notice.</b><br>Maximum capacity of bedrooms is 4 persons (applicable to superior rooms only)  |  |  |   |            |
| <b>CONTACT INFORMATION*</b>   | <b>PHONE #</b> <i>Print Phone # Here</i>  | <b>ADDRESS</b> <i>Print Address Here</i>             |  |   |            |
|   | <b>FAX #</b>  |  |  |   |            |
|   | <b>E-MAIL ADDRESS</b> <i>Print E-Mail Address Here</i>  |  |  |   |            |
| <b>CREDIT CARD GUARANTEE</b>  | <b>TYPE*</b><br><i>Card Type</i>  | <b>CC NUMBER*</b><br><i>Print Credit Card # Here</i> |  | <b>EXPIRY DATE**</b>                      |            |
| <b>CARD HOLDER NAME</b>   |   | <b>SIGNATURE</b>                                     |  | <b>CVC CODE**</b>                         |            |
| <b>CANCELLATION POLICY</b>  | <b>All reservations must be guaranteed with first night's deposit to credit card and guaranteed for late arrival. The Knutsford Court Hotel will provide confirmation within 48 hours of receipt.</b><br>If at any time after the Booking Deadline ( <b>September 9, 2019</b> ) 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.<br><b>If cancellation is made less than 7 days</b> prior to arrival or "NO SHOW" then a charge equivalent to <b>one night room revenue</b> will be assessed for each room cancelled.<br>Guaranteed reservations are held until noon of the day following stated arrival date. |  |  |   |            |

**PLEASE COMPLETE ALL SECTIONS & RETURN BY EMAIL TO:**

[salesmgr@courtleigh.com](mailto:salesmgr@courtleigh.com) or [sales3@courtleigh.com](mailto:sales3@courtleigh.com) or [sales9@courtleigh.com](mailto:sales9@courtleigh.com)

16 Chelsea Avenue, Kingston 5, Jamaica West Indies | Telephone: (876) 929-9000 Facsimile: (876) 906-2224  
 General E-Mail: [sales@knutsfordcourt.com](mailto:sales@knutsfordcourt.com) Website: [HTTP://www.knutsfordcourt.com](http://www.knutsfordcourt.com)



TO: THE KNUTSFORD COURT HOTEL

FROM: \_\_\_\_\_

RE: PAYMENT OF DEPOSIT BY CREDIT CARD FOR ACCOMMODATION

**EMCVPA Rex Nettleford Conference**

I, \_\_\_\_\_, am authorizing, **THE KNUTSFORD COURT HOTEL** 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: \_\_\_\_\_

CVC CODE: \_\_\_\_\_

CARDHOLDER'S NAME: \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

CARDHOLDER'S TEL. CONTACT: \_\_\_\_\_

CARDHOLDER'S ADDRESS: \_\_\_\_\_

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