



HOTEL ROOM RESERVATION REQUEST FORM

WFLO Institute East – June 11 – June 15, 2022

Single Room: (4 nights at \$328 a night plus applicable taxes. Taxes are currently 16.9% taxes + \$5.00 hotel fee)

Double Room: (4 nights at \$276 a night plus applicable taxes. Taxes are currently 16.9% taxes + \$5.00 hotel fee)

Pricing Includes breakfast, breaks, lunch, dinner on Sunday and Tuesday only, internet, and parking

Please fill out this form to reserve hotel rooms for the WFLO Institute

Guest Name	Arrival Date	Departure Date	Single Room (\$328 per night)	Double Room (\$276 per person/ per night)	If Double Room selected, please provide the 2 nd guest's name
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Guest may send a check* for pre-payment of conference package or pay by credit card

Form of Payment: Check *Checks should be made payable to: GA Tech Hotel & Conference Center
Mail to: 800 Spring Street NW, Atlanta, GA 30308 USA

Fill out the credit card information below and attach a copy of their credit card for payment

PAYMENT IS DUE 10 DAYS PRIOR TO ARRIVAL

Form of Payment: MasterCard Visa American Express

Name on Credit Card: _____

Account Number: _____ **Expiration Date:** _____ **CVV Code** _____

Check here if all guest rooms on this form are to be charged to the above credit card
Should incidentals be guaranteed to the above credit card for all guests listed on this form? Yes No

AUTHORIZED SIGNATURE _____

Company Name: _____

Contact Phone Number: _____

Fax request form to reservations: (404) 838-2099 OR email to: reservations@gatechhotel.com

A confirmation reservation number will be forwarded to you via email.

Guest Name	Arrival Date	Departure Date	Single Room (\$328 per night)	Double Room (\$276 per person/ per night)	If Double Room selected, please provide the 2 nd guest's name.
			<input type="checkbox"/>	<input type="checkbox"/>	
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Check here if all guest rooms on this form are to be charged to the above credit card
 Should incidentals be guaranteed to the above credit card for all guests listed on this form? Yes No

Hotel Cancellation Policy: All guestroom & meeting packages (and applicable taxes/fees) are 100% pre-paid. **All reservations are NON-REFUNDABLE at 72hrs prior to arrival. In order to avoid a cancellation fee of one night's room, package and tax, reservations must be cancelled on or before 5 days prior to arrival. If a reservation is cancelled inside of 5 days but up to 72 hours prior to arrival the one night's room, package and tax will be retained and the remaining deposit will be refunded. Any cancellations made within 72 hours prior to arrival are 100% NON-REFUNDABLE.** If you must cancel, please call reservation at (404) 838-2100 or (800) 706-2899.

Fax request form to reservations: (404) 838-2099 OR email to: reservations@gatechhotel.com
A confirmation reservation number will be forwarded to you via email.