**GUEST RESERVATION REQUEST**

|  |  |  |  |
| --- | --- | --- | --- |
| **TO:** | Reservations Department | **FROM:** |  |
| **FAX:** | 303-442-3821 | **PAGES** |  |
| **PHONE:** | 800-545-6285 | **DATE:** |  |
| **RE:** | RESERVATION REQUEST | **CC:** |  |

|  |  |
| --- | --- |
| **GROUP NAME:** | Planetary Rings Workshop 1408CASSIN |
| **GUEST NAME:** |  |
| **ADDRESS:** |  |
|  |  |
| **PHONE NUMBER:** |  |
| **ARRIVAL DATE:** |  |
| **DEPARTURE DATE:** |  |
| **ROOM TYPE PREFERENCE:** |  |
| **CREDIT CARD NUMBER:** | \*\* MUST CALL HOTEL DIRECTLY AT 303 443 3850 - DO NOT PROVIDE ON THIS FORM \*\* |
| **EXPIRATION DATE:** |  | **CREDIT CARD TYPE:** |  |

All reservations must be guaranteed for arrival with a valid credit card or one night’s room and tax deposit received no later than five (5) business days after reservation is made. The cancellation policy for this group is 24-hours prior to the day of arrival. To avoid cancellation fee equal to one night’s room and tax, you must cancel your reservation by 4:00PM MST on the day prior of arrival.

Room type preferences may be requested but are **not** guaranteed. We will do our best to honor guest requests, but they are based upon availability at time of check-in.

The current occupancy tax rate is 12.30%, and this rate is subject to change.

Check in time is 3:00pm and check out time is 12:00pm. Guests must present a valid photo ID at check in. We accept cash, check and major credit cards.