



CONFERENCE/MEETING INDIVIDUAL GUEST ROOM RESERVATION REQUEST

GROUP NAME: **2002 Sediment & Stormwater Conference**

Dear Guest:

All individual room reservation requests at the special group rate, must be accompanied by a ONE NIGHT ROOM RATE ADVANCE DEPOSIT, OR BE GUARANTEED BY A MAJOR CREDIT CARD, and be received by DDHCC no later than **09/20/02**. Reservations received after this date will be on a space available basis and at the regular room rate. Your advance deposit will be applied to the LAST NIGHT of your reserved stay.

Individual room reservation cancellations must be made at least 14 days prior to the scheduled arrival date. Please ask for a cancellation confirmation number. Non-cancelled/no-show reservations will forfeit the advance deposit, or your credit card will be billed for a one-night room charge and 8% occupancy tax.

Single occupancy/per room night: **\$100.00**

Double occupancy: **\$100.00**

Concierge Floor: **\$155.00**

Junior Suite: **\$195.00**

One Bedroom Suite: **\$205.00**

Two Bedroom Suite: **\$325.00**

(8% occupancy tax for all rooms)

PLEASE PRINT:

Arrival Date _____ Approximate Arrival Time _____ Departure Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home phone: _____ Office Phone: _____

Sharing with: _____

Special room request: King Bed Dbl/Dbl Bed Non Smoking Smoking Handicap Accessible
(We will do our best to accommodate your special room request, based on availability on arrival.)

Please make your advance deposit check payable to DDHCC and mail it together with your completed reservation to: Reservation Mgr., DDHCC, PO Box 843, Dover DE. 19903 (Phone: 866-473-7378)

(Please keep a copy of this form for your record.)

Or guarantee your reservation by Credit Card for one night Room and Tax: (Fax Number is 302-857-2198)

American Express: Master Charge: Visa:

Credit Card Number: _____ Expiration Date _____

Signature: _____

We are looking forward to welcoming you.

1131 North DuPont Highway, PO. Box 843, Dover, Delaware 19903
Phone: 302-857-2102 Fax: 302-857-2198