

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

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|---|---|---|--|--|------------------|
| GROUP RESERVATION #: 350407 | | CUT OFF DATE June 18, 2018 | | | |
| ARRIVAL DATE * <i>DD/MM/YY</i> | Airport Transfer? YES / NO <small>Transfers cost US\$35 for up to 3 persons one-way. US\$15 per person thereafter.</small> | FLIGHT TIME* <i>HH/mm</i> | FLIGHT # <i>Flight #</i> | DEPARTURE DATE <i>DD/MM/YY</i> | |
| GUEST NAME (S) SHARING WITH: | <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> Other | <i>Print Primary Guest Name Here</i> | | | |
| | <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\$ |
| STANDARD | | 127.97 | 140.62 | N/A | N/A |
| SUPERIOR | | 150.74 | 163.39 | 176.04 | 188.69 |
| JR. SUITES | | 165.92 | 178.57 | 191.22 | 203.87 |
| | | | | | |
| * 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. The Knutsford Court Hotel will provide confirmation within 48 hours of receipt of the completed form. If at any time after the Booking Deadline 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/reduction 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
 16 Chelsea Avenue Kingston 5, Jamaica West Indies
 Telephone: (876) 929-1000; Website: [HTTP://www.knutsfordcourt.com](http://www.knutsfordcourt.com)



TO: THE KNUTSFORD COURT HOTEL

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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