



Accommodation Reservation Form
Guest Services - University of Alberta - Lister Centre
Butler Conference
July 24-31, 2011

Please fax your completed reservation form to 780-492-7032 or email to guest.services@ualberta.ca

Arrival Date:	Departure Date:
Name	
First	Last (Gender)
Address	Telephone
City/Town	Postal Code
Province/State	Country
Email Address	
Roommate Name	
First	Last (Gender)

CHECK IN TIME IS 4:00 pm --- CHECK OUT TIME IS 11:00 am

PREFERRED ROOM TYPE: Your reservation and/or preferred room type are NOT guaranteed until confirmation is sent by Guest Services, University of Alberta. Room rates do NOT include applicable taxes and fees (5% GST, 4% Tourism Levy and 1% Destination Marketing Fee will be added to our rates). Please indicate the number of rooms required. Rooms will be assigned based on availability and number of people in room, and a confirmation will be provided via email.

PRIVATE DORM ROOMS: Accommodation is provided in private dorm rooms with a **single bed** (SINGLE OCCUPANCY). Each room has its own private washroom with a toilet, sink and shower. Linen and towel services; Hot Breakfast; high speed internet access & local telephone calls are included. **AVAILABLE MAY to AUGUST ONLY.**

	Private Dorm Room with 1 Single Bed - single occupancy	\$69.00 per room per night
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TRADITIONAL DORM ROOMS: Accommodation is provided in traditional dorm rooms. Single and twin rooms are available; washrooms are centrally located on each floor; linen and towel services are provided. Please note, twin rooms are either dedicated twin rooms or single rooms are used with the provision of cots -- availability of dedicated twin rooms cannot be guaranteed. Guests not wanting to utilize cots to twin rooms will be required to pay single rates. **AVAILABLE MAY to AUGUST ONLY.**

	Traditional Dorm Room with 1 Single bed	\$49.00 per room per night
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	Traditional Dorm Room with 2 Single Beds - twin occupancy	\$59.00 per room per night
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PLEASE NOTE: Reservations will be confirmed only if this form has complete credit card information. Notice of cancellations must be received no later than two business days prior to arrival. By signing below, you agree with this policy and authorize the University of Alberta to charge your credit card for the first night should you fail to provide sufficient notice. Credit Card numbers will be used to guarantee the reservation with full payment required at check-in (cash, debit, or credit card). Please note that if paying by the credit card used to guarantee the room, the physical card must be presented at check-in. Sorry, but we only accept MasterCard and Visa credit cards.

To guarantee the room, please complete the following:

Card Type (please circle) Visa MasterCard

CREDIT CARD NUMBER _____ EXPIRY DATE _____

CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____ DATE _____

Guest Services - University of Alberta

ACCOMMODATION INFORMATION

Lister Centre at the University of Alberta is conveniently located 30 minutes from the International Airport and is easily accessible by private and public transportation.

Reservations for rooms can be made by calling 780-492-6056, by e-mail at guest.services@ualberta.ca , or by faxing our office at 780-492-7032.

Please note, Guest Services offers a limited number of certain room types and takes reservations on a first come, first serve basis. By completing this reservation form, your accommodation is NOT guaranteed. Upon receipt, confirmation of availability will be provided to you by Guest Services.

All buildings on the University of Alberta Campus are non-smoking. Smoking is permitted outside only.

For long distance calls, telephones in the guest rooms require calling cards that access a toll free number to connect. Calling cards can be purchased from the vending machine located in Lister Centre.

FOR OFFICE USE ONLY	
Date Received _____	
Confirmation Mailed _____	By _____
Room Assigned _____	By _____
Amount _____	Receipt # _____

A credit card number is required to confirm your reservation. Please provide 48 hours notice of cancellation or you will forfeit the cost of one night's accommodation.

**Guest Services
University of Alberta Conference Centre**

1-042 Lister Centre – University of Alberta – Edmonton – Alberta – T6G 2H6
Telephone: (780) 492-6056 – Fax: (780) 492-7032
email: guest.services@ualberta.ca – www.ualberta.ca/conferenceservices