



Accommodation Reservation Request Form

Conference and Event Services - University of Lethbridge

Theory Canada 7 Conference June 7 - 10, 2012

Please fax your completed reservation form to 403-329-5166 or email to cnf@uleth.ca by Friday May 11, 2012.

Higher accommodation rates may apply if not received by May 11, 2012.

Arrival Date:		Departure Date:	
Name			
First		Last (Gender)	
Address		Telephone	
City/Town		Postal Code	
Province/State		Country	
Email Address			
Roommate Name			
First		Last (Gender)	
First		Last (Gender)	
First		Last (Gender)	
Registration Type (please check only one)			
Student		Invited Speaker	
Post-Doc		Other	
PREFERRED ROOM TYPE: Your reservation and/or preferred room type are NOT guaranteed until you receive confirmation from Conference and Events Services, University of Lethbridge. Room rates do NOT include applicable taxes and fees (5% GST, 4% tourism Levy and 2 % Destination Marketing Fee will be added to our rates).			
GUEST ROOMS: Accommodation is provided in a limited number of guest rooms and will be reserved on a first come first served basis and is based on availability at the time of request. If your first choice is not available you will be assigned a space according to your preference list. Rates listed do NOT include parking. All rooms are equipped with linens and towels.			
Please list the rooms below in your order of preference. 1=most preferred 4=least preferred			
Two Bedroom apartment - 2 rooms with single beds, living area, kitchen		\$80.00 per apart. per night	
Four Bedroom apartment - 4 rooms with single beds, living area, kitchen		\$130.00 per apart. Per night	
Four Bedroom Town Home - 2 rooms with double beds, 2 rooms with single beds. Living area, kitchen, TV, microwave and dishwasher.		\$160.00 per apart. Per night	
Shared Accommodation - please be sure to indicate your gender and list a preference for a roommate if applicable.		\$35.00 per person per night	
PLEASE NOTE: Reservations will be confirmed only if this form has complete credit card information. Notice of cancellations must be received no later than 24 hours prior to arrival date. By signing below, you agree with this policy and authorize the University of Lethbridge to charge your credit card. Your card will be charged the night before your arrival unless the HOLD ONLY box is checked. If HOLD ONLY is checked you will be required to provide payment upon check in and your card will only be charged if you do not contact us within 24 hours of your arrival to cancel. The credit card and picture ID are required upon check in. We accept MasterCard and Visa credit cards. No cheques.			
To guarantee the room, please complete the following:			
Card Type (please circle)		Visa MasterCard Hold Only	
CREDIT CARD NUMBER		EXPIRY DATE	
CARDHOLDER NAME			
CARDHOLDER SIGNATURE		DATE	
CHECK IN TIME IS 4:00pm --- CHECK OUT TIME IS 11:00am			