

# HOTEL RESERVATION FORM

*Quality Inn – Dutch Inn Hotel & Convention Center*

*2360 Virginia Ave, Collinsville, VA 24078*

HOTEL TELEPHONE – 276-647-3721 Ext. 0

RESERVATIONS FAX: 276-647-4857

**FOR RESERVATIONS, EITHER CALL, MAIL, OR FAX THIS FORM DIRECTLY TO THE HOTEL**

**Hairston / Gallant Family Reunion**

**August 2- 4, 2013**

**RESERVATION DEADLINE: July 15, 2013**

**PLEASE PRINT OR TYPE (\* REQUIRED)**

\* GUEST NAME(S): \_\_\_\_\_

\* MAILING ADDRESS: \_\_\_\_\_

\* CITY/STATE/ZIP: \_\_\_\_\_

\* TELEPHONE: \_\_\_\_\_:

\* ARRIVAL DATE: \_\_\_\_\_ \* DEPARTURE DATE: \_\_\_\_\_

## PREFERRED ACCOMMODATIONS

\* SPECIAL REQUEST:  SMOKING  NON-SMOKING  HANDICAP ACCESSIBLE  Microfridge (additional charge applies)

\* BED REQUEST:  TWO DOUBLE BEDS  ONE KING BED

ROOM RATE:  \$65.15 (SINGLE OCCUPANCY)  \$65.15 (DOUBLE OCCUPANCY)

**RATE INCLUDE 's 7% TAX**

**Rate DOES NOT include Breakfast**

ADDITIONAL SPECIAL REQUESTS: \_\_\_\_\_

***CHECK-IN TIME IS 3:00 P.M. • CHECK-OUT TIME IS 12:00 P.M.***

## \* METHOD OF PAYMENT

CHECK # \_\_\_\_\_ Amount of Check \_\_\_\_\_

**CREDIT CARD:**

AMERICAN EXPRESS  VISA  MASTER CARD  DINERS CLUB  DISCOVER

CREDIT CARD NUMBER: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

CARDHOLDER'S NAME: \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

## PLEASE NOTE: RESERVE YOUR ROOM EARLY! RESERVATIONS MUST BE MADE BY July 15, 2013

- RESERVATIONS RECEIVED AFTER THE DEADLINE DATE WILL BE SUBJECT TO AVAILABILITY AND WILL BE CHARGED AT THE HOTEL'S RACK RATE.
- THE HOTEL'S CHECK-IN TIME IS 3:00 P.M. ROOM ASSIGNMENTS PRIOR TO THAT TIME ARE ON A "SPACE AVAILABILITY" BASIS ONLY.
- THE HOTEL'S CHECK-OUT TIME IS 12:00 P.M. GROUP ATTENDEES STAYING IN THEIR ROOMS BEYOND CHECK-OUT TIME WITHOUT HOTEL AUTHORIZATION WILL BE CHARGED FOR AN ADDITIONAL ROOM NIGHT
- ONE NIGHT'S DEPOSIT OR CREDIT CARD INFORMATION MUST ACCOMPANY RESERVATION TO GUARANTEE ROOM.
- YOUR DEPOSIT GUARANTEES YOUR ROOM. PLEASE TELEPHONE CHANGES TO OUR RESERVATION DEPARTMENT AT 276-647-3721. FAILURE TO CANCEL YOUR RESERVATION 72 HOURS PRIOR TO YOUR ARRIVAL DAY WILL RESULT IN ONE NIGHT'S ROOM AND TAX BEING CHARGED TO YOUR CREDIT CARD OR LOSS OF DEPOSIT.
- ALL RATES ARE SUBJECT TO APPLICABLE TAXES, SUBJECT TO CHANGE WITHOUT NOTICE. (CURRENT OCCUPANCY TAX IS 7%)
- Rate is available three days prior and three days after scheduled group dates