



# Multi-Room Request Form

Group Name/Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Dates Requested

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Number of Rooms: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Room Type:    \_\_\_ Standard    \_\_\_ Deluxe    \_\_\_ ADA *(please specify how many rooms of each type)*

Group Type:    \_\_\_ GOVT    \_\_\_ CORP    \_\_\_ Other: \_\_\_\_\_

Special Requests: \_\_\_\_\_

## Form of Payment:

**Direct Bill**    A/R-Client Code: \_\_\_\_\_ *(Verify that a Client Code is active when booking)*

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

**Credit Card**     VISA     MASTERCARD

Cardholders' Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_    CVV: \_\_\_\_\_

Credit Card may be used for:

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="radio"/> All Charges        | <input type="radio"/> Room & Tax Charges | <input type="radio"/> Room Hold Only |
| <input type="radio"/> Incidental Charges | <input type="radio"/> Meal Charges       | <input type="radio"/> Deposit        |

\_\_\_\_\_ This Credit Card is authorized for a ONE TIME CHARGE ONLY

\_\_\_\_\_ This Credit Card is authorized for ALL FUTURE EVENTS

By signing this form, I hereby authorize Tundra Tours Inc. Top of the World Hotel to collect payment for all charges marked above by processing the credit card listed. I further certify that I am the authorized signer on the listed credit card and understand that cancellations made less than 72 hours before the reservation may result in the card on file being charged.

\_\_\_\_\_  
Card Holder's Signature

\_\_\_\_\_  
Date

\*A minimum of a 50% deposit is required for a multi-room reservation.