



Tundra Tours, Inc. – Top of the World Hotel Conference Room Rates

Agviq (Large Conference Room) – *Max Occupancy: 35 people*
\$75.00 Required Deposit

½ Day (4 hours) - \$100.00
Full Day (8 hours) - \$150.00
\$25.00 each additional hour

Beluga (Large Conference Room Split in Half) – *Max Occupancy: 17 people*
\$40.00 Required Deposit

½ Day (4 hours) - \$50.00
Full Day (8 hours) - \$75.00
\$25.00 each additional hour

Narwhal (Large Conference Room Split in Half) – *Max Occupancy: 18 people*
\$40.00 Required Deposit

½ Day (4 hours) - \$50.00
Full Day (8 hours) - \$75.00
\$25.00 each additional hour

Nanuq (Lounge) – *Max Occupancy: 43 people*
\$175.00 Required Deposit

½ Day (4 hours) - \$200.00
Full Day (8 hours) - \$350.00
\$50.00 each additional hour



Tundra Tours, Inc. – Top of the World Hotel Conference Room Request Form

Please note that we require a 50% deposit at the time of booking. Top of the World Hotel adheres to a 72 hour cancellation policy. If for any reason you must cancel your meeting space with us, please call at least 3 days before your arrival and you will not incur any charges.
(Please note that outside food & beverages are not allowed-with the exception of celebratory cake and Native Food Specialty Items)

Meeting space:

- Nanuq Lounge *(max occupancy is 43 people)*
- Agviq Conference Room *(max occupancy is 35 people)*

Company Name: _____ Department: _____

Address: _____

City, State, Zip Code: _____

Type of Event: _____

Point of Contact: _____ Email Address: _____

Contact Number: _____ Cellular Number: _____ Fax Number: _____

Number in Attendance: _____

How Did You Hear About Our Meeting Space?:

- Brochure
- Word of Mouth
- Magazine
- TV Ad
- Other: _____

Form of Payment:

- MasterCard
- Visa
- Cash
- Direct Bill *(Please note that the direct bill invoice will be processed the day of the event)*
 - Direct Bill All Charges?: _____

Date(s): _____

Time Start: _____ Time End: _____

Set Up:

- Banquet
- Meeting
- Classroom



Tundra Tours, Inc. – Top of the World Hotel

Credit Card Authorization Form

Event: _____

Date(s): _____

Cardholders Name: _____

Card Type: VISA MASTERCARD

Credit Card Number: _____ Exp Date: _____

CVV Number (3 digit code on the back of card): _____

Billing Address: _____

City: _____ State: _____ ZIP Code: _____

Phone Number: _(_____) _____ Extension: _____

Fax Number: _____(_____) _____

E-Mail Address: _____

The credit card may be used for:

- All Charges
- For Meeting Space
- For Incidental Charges
- For Advanced Deposit of \$ _____

- This credit card is authorized for one time charges only
- This credit card may be used 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.

Cardholders Signature

Date

Cancellations that do not occur 72 hours prior to date of event may result in the card on file being charged.
P.O. Box 189 Barrow, Alaska 99723 Phone: (907)-852-3900 Fax: (907)-852-6752