

OFFICIAL HOUSING FORM

Group Name	NC SAFETY CONFERENCE				
Event Beginning Date	May 12, 2008	Event Ending Date	May 16, 2008	Reservation Deadline Date	April 12, 2008

REGARDLESS OF THE NUMBER OF OCCUPANTS, SEND ONLY ONE COPY PER ROOM
A change in departure date must be advised no later than check-in to avoid an early departure fee.
Cancellations must be made 72 hours prior to arrival to avoid charge.



PLEASE MAIL OR FAX DIRECTLY TO:

SHERATON GREENSBORO HOTEL AT FOUR SEASONS
 3121 HIGH POINT RD GREENSBORO, NC 27407 FAX: 336 323-4876
 Phone: 800/242-6556

# Persons	Room Rate	Tax	Nightly Total
ONE PERSON	\$107.00	\$13.64	\$120.00
TWO PERSONS	\$107.00	\$13.64	\$120.00
THREE PERSONS	\$107.00	\$13.64	\$120.00
FOUR PERSONS	\$107.00	\$13.64	\$120.00

Your Arrival Date	Your Departure Date
CHECK IN TIME IS 3PM	CHECK OUT TIME IS 12 NOON

PLEASE CHECK PREFERRED ACCOMMODATIONS ALL ROOM TYPES ARE BASED ON AVAILABILITY		PLEASE CLEARLY WRITE ADDITIONAL OCCUPANTS NAMES	
<input type="checkbox"/> 2 DOUBLE BEDS	<input type="checkbox"/> NON-SMOKING <input type="checkbox"/> SMOKING		
<input type="checkbox"/> 1 KING SIZE BED			
<input type="checkbox"/> CLUB KING			

Name				Company					
Address		City		St		Zip		Phone	

Please check below if each occupant will require a separate receipt.

<input type="checkbox"/> If this is not specified, one receipt will be issued for the full rate.
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ALL ROOMS REQUIRE A CREDIT CARD GUARANTEE OR THE FIRST NIGHT DEPOSIT, INCLUDING TAX.
PLEASE MAKE CHECKS OR MONEY ORDER PAYABLE TO: SHERATON GREENSBORO HOTEL

AMERICAN EXPRESS DINERS CLUB OR CARTE BLANCHE JCB CARD VISA OR MASTERCARD DISCOVER CHECK # _____

Card Number		Exp. Date		Deposit Amt.	
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***ALL NUMBERS ON THE CARD MUST BE INCLUDED AS WELL AS EXPIRATION DATE**

CARDHOLDER SIGNATURE _____

RESERVATION CANNOT BE PROCESSED WITHOUT THE CARDHOLDER SIGNATURE

ACCOMMODATIONS MUST BE GUARANTEED BY CREDIT CARD OR BY CHECK MADE PAYABLE IN THE AMOUNT OF ONE NIGHTS LODGING PLUS TAX. UNLESS RESERVATIONS ARE CANCELLED 72 HOURS PRIOR TO ARRIVAL DATE, YOU WILL BE CHARGED FOR THE FIRST NIGHT. ANY MULTIPLE OCCUPANCY ROOM, UNLESS OTHERWISE INDICATED, WILL HAVE ALL DEPOSITS EQUALLY DISTRIBUTED TO ALL ROOM OCCUPANTS. ROLLAWAY BED REQUESTS ARE BASED ON AVAILABILITY AT \$10.00 PER NIGHT.