



**HOTEL USE ONLY**

Confirmation # \_\_\_\_\_

Room Rate \$ \_\_\_\_\_ Plus  
8% tax, per night

**Letter of Authorization**

Please photocopy form for multiple rooms

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Handicapped Accessible: \_\_\_\_\_  
 (All rooms are non-smoking)  
 Room Type is a request and not a guarantee  
 Guest's Name: \_\_\_\_\_ Guest Phone: \_\_\_\_\_  
 Guest's Address: \_\_\_\_\_ Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_  
 \_\_\_\_\_ Number of Beds Required: \_\_\_\_\_  
 \_\_\_\_\_  
 If possible

University Dept: \_\_\_\_\_ Person Requesting Reservation: \_\_\_\_\_  
 Dept. Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

P-Card or Credit Card (MC, Visa, DC, DS or AX) \_\_\_\_\_ Exp: \_\_\_\_\_  
 Card Holder Name: \_\_\_\_\_  
 Campus Address: \_\_\_\_\_

**Reservation must have P-Card or Credit Card information before being accepted. Cancellation is up to 4:00pm the day of arrival, unless stated otherwise. Completion of form does NOT constitute reservation. Confirmation will be faxed to your attention as soon as possible once reservation has been made. Please call Reservations at 862-2801 (local) or (800) 590-4334 (toll free) with any questions.**

**Please indicate what charges will be picked by your department:**

	Yes	No
Room & Tax		
Food & Beverage*		
Incidentals i.e. phone, valet, etc.		

By checking "No" in all Columns, your department is only guaranteeing a room reservation. Nothing will be Charged to you department P-Card unless it is a no show or not cancelled by prescribed time.

**\*The department requesting charging privileges is responsible for all food and beverage charges if "yes" is checked. The department (not the New England Center) is responsible for educating guests about the UNH Alcohol policy and for collection of payment from its guests for any incurred alcohol charges.**

**Check-in time is 4:00 pm; day of arrival. Check-out time is 12:00 noon; day of departure. Late departure is subject to additional charges. No refunds for early departures or no shows.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Fax the completed form to 862-4897 Attention: Reservations**

15 Strafford Ave. University of New Hampshire, Durham, NH 03824 (603)862-2801 (Local) or toll-free (800)590-4334