

# GROUP HOTEL RESERVATION FORM

Email this completed form to Tori Scatena at [tori.scatena@sgo.org](mailto:tori.scatena@sgo.org)  
 or fax to (312) 235-4059 ATTN: Tori Scatena  
 by December 18, 2015

Group Representative		
Company Name		
Address		
City	State/Province	Postal Code
Country		
Phone Number	Fax Number	
Email		

- Requests for 10 or more rooms are considered a group.
- Upon receipt of this request, the SGO Housing Bureau will verify availability. This form must be complete, including the number of rooms needed per night.
- Room blocks will be confirmed on a first come first served basis.
- The group housing deadline is **Friday, February 5, 2016**. Rooming lists must be sent to the hotel by this date or rooms will be released. Any rooms remaining in your block after this date will be released and resold. All rooms must also be guaranteed with a credit card.
- Group will be responsible for payment of 80% of the total room block whether it is used or not. If the actual number of rooms utilized by your room block drops below 80%, attrition fees equal to one night's room and tax for each room not used will be assessed, but only if SGO is subject to attrition fees for not utilizing our contracted room commitment.
- Changes/cancellations to your room reservations will be accepted until **Friday, February 19, 2016** and must come in writing.

Please indicate below the number of rooms needed on each night.

Day/Date	Wed 3/16	Thu 3/17	Fri 3/18	Sat 3/19	Sun 3/20	Mon 3/21	Tue 3/22	Wed 3/23	Total
Single									
Double									
Triple									
Quad									
Total									

Hotel Preference: Rates do not include state or local taxes, San Diego Marriott currently 12.5% plus a \$0.55 CA fee and Grand Hyatt San Diego currently 12.5% plus a \$0.63 CA fee.

Please number in order of preference	Hotel Name/Room Type	Single Rate	Double Rate	Triple Rate	Quad Rate
	San Diego Marriott- City View	\$285	\$285	\$305	\$325
	San Diego Marriott- Bay View	\$305	\$305	\$325	\$345
	Grand Hyatt San Diego- Standard King or Dbl/Dbl	\$245	\$245	\$270	\$295

