

Reserve your accommodation request by sending this completed form by:

FAX: The Banff Centre Reservations Office (403) 762-6444

E-mail: Scanned: reservations@banffcentre.ca

If you have any questions about your accommodation booking, please phone: 1-800-884-7574 or (403) 762-6308.

PERSONAL INFORMATION

Name _____

Title _____

Institution/ Organization _____

Mailing Address _____

City / Province / State/Country _____

Postal / Zip Code _____

Tel _____ Email _____

E-mail of confirmation of accommodation reservation, will be sent to the address entered above.

ACCOMMODATION PACKAGE RATES (PER NIGHT)

The nightly rate includes accommodation and Facility fee it covers wireless internet access in bedrooms, parking, and access to the Sally Borden Recreation Facility. Prices are exclusive of 2% Tourism Improvement Fee (TIF) 5% GST, 4% Alberta Tourism Levy, and are quoted in Canadian Dollars.

Your Accommodation request will be confirmed by our reservations team, and if your request includes pre / post conference stays, it will be confirmed based on availability.

*Note** Single room rates apply to one conference participant staying alone or sharing the room with a companion/spouse who is not a conference participant. If two conference participants wish to share a room, The Banff Centre will split the billing for the room.*

ACCOMMODATION (ROOM TYPE / CATEGORY TO BE CONFIRMED BASED ON AVAILABILITY)

Standard Single - \$185.00 + \$15.00 Facility Fee/person/ night (CAD)

*** Double rate are apply when two conference delegate to share a room as at half of the room rate + \$15.00 Facility fee per person.*

SPECIAL PRE AND POST CONFERENCE RATES

Banff Centre will extend the contracted room rate to cover the periods that are three (3) nights before Tuesday, September 19, 2017 and three (3) nights after Thursday, September 21, 2017 subject to availability.

PRE & POST MEALS

Meals can be paid at time of consumption or can be charged to the room and settled upon check out. Individual meals can be purchased at the Vistas Dining Room, Three Ravens Restaurant, Maclab Bistro, and La Café at our on-site venue.

ACCOMMODATION REQUEST DATES

Please note that check-in is after 4:00 pm, check-out is by 11:00 am.

Arrival Date (MM/DD/YY) _____

Departure Date (MM/DD/YY) _____

Please note that Smoking is prohibited in all of our buildings and bedrooms.

Will you be accompanied by a spouse/companion?

Yes No If yes, please indicate his/her full name: _____

Please indicate if you plan to bring your children:

Yes No If yes, please indicate their ages: _____

ACCOMMODATION SHARES

The Banff Centre will charge the single rate should your chosen sharing delegate cancel. *Note: Each delegate must complete their own Accommodation Reservation Form.*

Please name your chosen share partner: _____

PAYMENT PROCEDURES:

The Banff Centre **REQUIRES** your credit card information in order to **guarantee your reservation**.

The Banff Centre Front Desk will process the total amount of Accommodation cost upon the delegate checkout, or when no-show / cancellation charge to be occurred.

Please enter your credit card information:

American Express VISA Master Card En Route / Diners Club

Name of Cardholder _____

Card Number _____

Expiry _____ Signature _____

SPECIAL ACCOMMODATIONS

If you have any **special physical /mobility requirements**, please specify:

TAXES

- a) Banff Centre will charge GST on accommodation and facility fee. Canada imposes this Goods and Services Tax (GST) of 5% on all purchased goods and services while in Canada.
- b) Alberta imposes an "Alberta Tourism Levy Tax" (ATL) of 4% on all accommodation charges. ATL will not apply to "room cancellation fees".
- c) The Tourism Improvement Fee (T.I.F) if 2% is applied to all accommodation charges.
- d) Taxes are beyond the control of Banff Centre, and may change without notice.

CANCELLATION POLICY

Room cancellation must be received at least 72 hours prior to your scheduled arrival. Reservations cancelled less than 72 hours prior to arrival will be subject to charge equivalent to one night's stay, plus taxes.

The personal information on this form will be used for the purposes of managing your accommodation arrangements. The information is collected under the authority of the Post-Secondary Learning Act, Revised Statutes of Alberta, that mandates the programs and services offered by The Banff Centre and will be protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act. For inquiries about the collection and use of this information, contact the General Manager, Conferences, The Banff Centre, Box 1020, Station 11, Banff, Alberta T1L 1H5. Telephone: (403) 762-6435.