

Key person for contact \_\_\_\_\_  
Address \_\_\_\_\_  
City, State & Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Website \_\_\_\_\_  
Toll Free Number \_\_\_\_\_



**Facilities**

Standard Room with 1 king-sized bed Standard Room with 2 double-sized beds Suite  Total rooms on property _____ Number of nonsmoking rooms _____	Standard Room with kitchenette Furnished Apartment Other _____  Number of smoking rooms _____
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**Location**

Nearest Airport _____	Distance _____
Downtown _____	Distance _____
Other locations _____	Distance _____

**Amenities, Services and Facilities**

Sleeping rooms on secure floor Secure parking Free parking Free airport shuttle Full service restaurant on property	Cost free connection to long distance carrier Car rental agency on property Will provide last room availability Free internet connection Free local calls
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Other features such as cable tv, indoor pool/outdoor pool, A/V costs, Park & Fly policies



