



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

Standard Room with kitchenette  
Furnished Apartment  
Other \_\_\_\_\_

Total rooms on property \_\_\_\_\_  
Number of nonsmoking rooms \_\_\_\_\_

Number of smoking rooms \_\_\_\_\_

**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

Other features such as cable tv, indoor pool/outdoor pool, A/V costs, Park & Fly policies



