



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 _____

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



