

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



