

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 kitchenette
Standard Room with 2 queen-sized beds	Furnished Apartment
Suite	Other _____
Total rooms on property _____	Number of smoking rooms _____
Number of nonsmoking rooms _____	

**Location**

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

**Amenities, Services and Facilities**

Sleeping rooms on secure floor	Cost free connection to long distance carrier
Secure parking	Car rental agency on property
Free parking	Will provide last room availability
Free airport shuttle	Free internet connection
Full service restaurant on property	Free local calls

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



