

RESERVATION REQUEST

Mail to: Sundial Beach Resort, Group Reservations
1451 Middle Gulf Drive, Sanibel Island, FL 33957
Reservations: 888-707-7888 Fax: 941-481-4947

SUNDIAL WELCOMES: Sanibel Symposium For Adult Admin.
June 20, 2003 - June 26, 2003

Please Refer To This Group Res. # and Group Name When Calling:

GROUP NAME: Sanibel Symposium For Adult Admin.
RESERVATION #: 480348

<u>CHOOSE ONE:</u>	<u>ACCOMMODATIONS:</u>	<u>NIGHTLY RATE:</u>
_____	One Bedroom Garden View Suite	\$105.00
_____	Two Bedroom Garden View Suite	\$150.00
_____	Two Bedroom Gulf View w/ Den	\$165.00

RESERVATIONS DEADLINE: May 9, 2003

Rates are PER NIGHT. Each type category is available on a limited basis. Should the category requested be sold out, the next higher category will be confirmed to you at the prevailing rate. Group rates are applicable for a maximum of (3) days total either immediately prior to or following the conference dates and are subject to availability. Prevailing rates will apply once this availability is exhausted. **Limit one room per attendee at the group rate. Additional rooms may be booked at the prevailing rate of the resort. To ensure the group rate is applied the attendee must be a registered participant of the conference.** The maximum occupancy in our one-bedroom suites is two adults and four adults in our two bedroom suites. Suite rates are subject to 6% Florida state sales tax and 3% Lee County tourism tax.

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE (DAYTIME): _____

ARRIVAL DATE: _____ DEPARTURE DATE: _____

ARRIVAL TIME: _____
(CHECK-IN TIME IS AFTER 4:00 P.M.) (CHECKOUT IS PRIOR TO 11:00 A.M.)

OF ADULTS: _____ # OF CHILDREN (16 YRS AND YOUNGER): _____

I will share with (Name): _____

(NOTE: If one person(s) departs, the full nightly rate will be charged to the person(s) occupying the accommodations.)

A Deposit* by credit card in the amount of one night's rate is required to guarantee the reservation. The credit card will be charged for one night's rate.

Credit Card (Circle One) (Discover, Visa, MasterCard, Diner's Club, or American Express).
Card Number: _____ Exp. _____

Signature: _____

Cancel (14) days prior to arrival will result in forfeiture of deposit.

*CANCELLATION FEE of \$35.00 per reservation will be charged against all cancellations.

Tax Exempt Procedures

In order to qualify for tax-exempt status the following must take place:

- A Florida tax-exempt certificate or a Federal ID must be presented.
- The method of payment must match the name of the exempt certificate:

Example:

Tax Exemption Certificate

Lee County School Department

Name on Check or Credit Card

Lee County School Department

- A guest paying with a personal check, personal card or cash is disqualified from the hotel granting exempt status. A guest paying by personal means may submit Billing directly to the state for reimbursement.

Purchase Orders

In order to qualify for direct billing the following must take place:

- Purchase orders must be received and approved for credit by the resort prior to check in.
- No credit will be allowed otherwise.