



RESERVATION FORM

Name of Group: Atlantic Northeast Coastal Monitoring

Group #: 062003A

Group Arrival Date: Monday, January 05, 2004

Group Departure Date: Friday, January 09, 2004

Reservations are subject to availability on a first come, first service basis until the hotel is sold out. Reply early! **ONLY (1) ROOM RESERVATION PER FORM PLEASE.** Please photocopy for multiple reservations. **Please FAX or MAIL us your completed Reservation Form.** We will not accept telephone reservations. Room reservations are guaranteed only when confirmed in writing by the New England Center Reservation Department.

Name: _____ E-Mail: _____
Mailing _____
Address: _____
City: _____ State: _____ Zip _____
Home Phone: _____ Work _____ Ext: _____ Fax _____
Names of Guests who will be sharing the same room with room:
1. _____ 2. _____ 3. _____
Arrival Date: _____ Departure Date: _____

SPECIAL REQUESTS: (Circle one) Smoking / Non-Smoking / Handicapped Accessible
Please note – this is a request, NOT a guarantee.

CUT-OFF DATE: Reservation Form MUST be received at New England Center by - 12/22/03
After this date room availability and rate cannot be guaranteed.

RATE: Single/Double Occupancy - \$89.00 per room, per night, plus 8% NH Tax (\$96.12 per night)
This priced is based on the current applicable government per diem rate.

NOTE: Current tax rate subject to change without advance notice.

Additional charges: \$10.00 per person, per night, plus 8% Tax for additional guests in a room (over 2 persons per room) PLUS
\$10.00 plus 8% Tax per cot, per night (if requested).

WE ACCEPT THE FOLLOWING FOR PAYMENT:

Circle One: Personal Check / AMEX / Diners Club / Discover / MasterCard / VISA

Note: Full payment is required within 7 days of booking a reservation or the reservation will be cancelled. PURCHASE ORDERS WILL NOT BE ACCEPTED.

PLEASE COMPLETE CREDIT CARD INFORMATION OR ENCLOSE FULL PAYMENT:

Name as appears on Credit Card _____
Major Credit Card Number: _____ Exp. Date: _____
Signature of Cardholder: _____

Signature authorizes the New England Center to process your credit card today for full payment of your reservation.

Please mail Reservation Form to: **NEW ENGLAND CENTER – RESERVATIONS**
15 Strafford Avenue, University of New Hampshire, Durham, NH 03824
Telephone: 603-862-2634 Fax: 603-862-0634
Email: hotel.reservations@unh.edu Web site: www.newenglandcenter.com

CANCELLATION POLICY: Cancellations made prior to December 22, 2003 will receive a full refund. After December 22, 2003, full payment will be forfeited to the New England Center. NO REFUNDS for Early Departures, Changes or Cancellations made after December 22, 2003.