

**MacEwan Residence**  
**Accommodation Reservation Form**  
Credit card information is required to secure a reservation.  
**CONAHEC's 15<sup>th</sup> North American Higher Education Conference**  
**May 1- 3, 2013**

**(PLEASE PRINT)**

Arrival Date \_\_\_\_\_ Estimated Arrival Time \_\_\_\_\_ Departure Date \_\_\_\_\_

\_\_\_\_\_  
(Guest) Last Name (Guest) First Name Gender: Male  Female

Street Address \_\_\_\_\_ City \_\_\_\_\_ Prov./State/Postal Code \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

\*\*Names of additional guests \_\_\_\_\_

\*\*Names of additional guests \_\_\_\_\_

**Accommodation Request**

# \_\_\_\_\_ Bachelor Suite (1 - 2 people) \$65.40/suite/night # of guests \_\_\_\_\_

# \_\_\_\_\_ 2 Bedroom Suite (2 - 4 people) \$78.48/suite/night # of guests \_\_\_\_\_

\_\_\_\_\_ Private Single Locking Bedroom in a 2 Bedroom Suite (1 person) \$39.24/night  
(MacEwan Residence will assign a suitemate of the same gender)

*Rates include 5% GST and 4% Alberta Tourism Levy.*

*Cancellations and changes to a reservation may be made up to 48 hours prior to check-in date.*

**Method of Payment**

Visa  Master Card \_\_\_\_\_

Card Number

Expiry Date

\_\_\_\_\_

Cardholder Name (print)

\_\_\_\_\_

Cardholder Signature (see terms below)

\_\_\_\_\_

Phone #

The personal information requested on this form is collected and protected under the authority of the Alberta Freedom of Information and Protection of Privacy Act. The information is used for the purposes of managing the accommodation arrangement only.

**PAYMENT AUTHORIZATION TERMS: I authorize MacEwan University to charge the credit card provided for this reservation and all charges under terms listed below. I agree to notify MacEwan Residence of any changes to expiry date, account information, reservation dates, cancellation, or termination of the authorization for use of this credit card. All no shows will be charged for the first night's stay and will be applied to this credit card. Full payment for all nights' accommodation and parking is required upon arrival.**

If this credit card information is not my own, I authorize that this has been signed by the cardholder.

\_\_\_\_\_ Guest/Reservation Signature \_\_\_\_\_ Date

**Fax the completed form back to 780-497-4659 or scan and E mail to [stay@macewan.ca](mailto:stay@macewan.ca)**

MacEwan Residence Internal use only

Confirmation # \_\_\_\_\_

Entered by \_\_\_\_\_

Confirmation sent \_\_\_\_\_