

GROUP HOTEL RESERVATION FORM

Email this completed form to Sally Bouvia at sbouvia@ncce.org

GROUP INFORMATION

Organization Name	Contact Name	Address		
Phone Number	Contact Phone Number	City		
Email Address	Contact Email Address	State/Zip		

GUEST INFORMATION

Guest 1 Prefix	Guest 1 First Name	Guest 1 Last Name	Guest 1 Email Address	Guest 2 (Roommate) Name	Check-in Date	Arrival Time	Check- out Date	Special Requests	Hyatt Loyalty#

Guest 1 Prefix	Guest 1 First Name	Guest 1 Last Name	Guest 1 Email Address	Guest 2 (Roommate) Name	Check-in Date	Arrival Time	Check- out Date	Special Requests	Hyatt Loyalty#

PAYMENT INFORMATION

Payment may be made via credit card by filling a secure Credit Card Authorization online with <u>Certiport</u>. For those who would like to mail the check, checks can be sent to the below hotel addresses:

Hyatt at Olive 8 or Hyatt Regency Seattle

Attn: FinanceAttn: FinanceLockbox 94028P.O. Box 84412

Seattle, WA 98124 Seattle, WA, 98124-5712

For questions you can reach Central Reservations for the Hyatt Regency Seattle can be reached at (402) 501-9864.

NOTES

- Requests for 3 or more rooms are considered a group.
- Upon receipt of this request, NCCE will verify availability. This form must be complete, including the number of rooms needed per night.
- Room blocks will be confirmed on a first come first served basis.