



GROUP INFORMATION

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

GUEST INFORMATION

[illegible]

PAYMENT INFORMATION

Payment may be made via credit card by filling out a secure Credit Card Authorization online with [Certiport](#). For those who would like to mail a check, please include the completed Group Hotel Reservation Form with guest information along with the check for the Hotel to apply the payment to the appropriate reservations. The check can be mailed to the below addresses:

Hyatt at Olive 8	or	Hyatt Regency Seattle
Attn: Finance		Attn: Finance
Lockbox 94028		PO Box 84412
Seattle, WA 98124		Seattle, WA 98124-5712

For questions you can reach out to the hotel's reservation team at SEAGH-Reservations@hyatt.com.

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.
- There is a 72 hour cancellation policy to avoid a one night penalty charge.