

# CONECAR 2009 JAMAICA

## Hotel Booking Form



October 26 – 29, 2009, Kingston, Jamaica

Registration Number: \_\_\_\_\_

### HOTEL BOOKING INSTRUCTIONS

- Print or type and complete all sections of the booking form.
- Photocopy the booking form as needed.
- If booking multiple roommates, you must submit all booking forms together.
- Attendees must submit a registration form in order to make hotel reservations using the official CONECAR 2007 Hotel Booking Form.

Make International Money Orders payable to either:  
**JAMAICA PEGASUS or SPRINGBURN HOUSE or SHIRLEY HOUSE**

### METHODS OF BOOKING

Select one of the following methods to book at the hotel:

- **By Fax.** If you are paying with a credit card, complete the booking form and fax it.
- **By Mail.** Send your completed booking form with one night's deposit to hotel of your choice.
- **In Person On-Site.** Please register at the Front Desk of the Hotel upon check-in.

### PAYMENT

A deposit of one night's room and tax must accompany all reservations for arrival. The deposit will be applied to the guest's first and last night's stay. All cancellations, no-shows, or early departure without a 72-hour advance notice will result in the forfeiture of the deposit.

### QUESTIONS

If you have any questions regarding housing – Call the Hotel of your choice.

### STEP ONE: HOTEL BOOKING (Please type or write in BLOCK LETTERS)

TITLE: (Please circle as appropriate) Bishop Apostle Rev Dr Pastor Mr Mrs. Miss  Male  Female

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

### STEP TWO: HOTEL ACCOMMODATION

Please select your accommodation from the following choices. Those staying at the hotel are asked to fill out the **HOTEL BOOKING FORM**, and send it directly to the hotel with one night's deposit to confirm booking.

Reservation Confirmation Number: \_\_\_\_\_

#### Accommodation Fees (all costs are US \$ PER ROOM, PER NIGHT)

Hotel	Single	Double	Triple
<b>Jamaica Pegasus</b> 81 Knutsford Boulevard, Kingston 5, Jamaica 1 [876] 926-5706; Fax: 1 [876] 929-5855 eMail at: <a href="mailto:jmpegasus@cwjamaica.com">jmpegasus@cwjamaica.com</a>	140.00	150.00	
<b>Springburn House</b> 1 Springburn Ave. Kingston 19, Jamaica 1 [876] 755-4742; Fax: 1 [876] 905-3779	48.00	54.00	61.00
<b>Shirley Retreat Hotel</b> 7 Maeven Ave., Kingston 10, Jamaica 1 [876] 927-9208; 946-2679; 946-2680	90.00	100.00	110.00

#### Arranging own accommodation

Persons from outside Kingston and Jamaica who are arranging their own accommodation will need to arrange their own airport transfers as well.

\* Hotel prices include bed, breakfast, taxes, and service charges from Monday night through Friday Morning.

Amount enclosed by International Money Order or Cheque drawn on a US Bank: US \$ \_\_\_\_\_

Hotel charges are to be paid to the Hotel of your choice and **NOT** to CONECAR's Registrar. Participants are responsible for all bills incurred at the hotel. Please use the **HOTEL BOOKING FORM** to register directly with the hotel. **A one night's deposit MUST be paid to the Pegasus and 50% to Shirley Retreat Hotel and Springburn House on or before OCTOBER 5, 2009.** CONECAR is not responsible for making hotel bookings.

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**STEP THREE: ROOMMATES INFORMATION**

**1.** Reservation Confirmation Number: \_\_\_\_\_

\_\_\_\_\_  
FIRST NAME LAST NAME

MAILING ADDRESS: \_\_\_\_\_

**2.** Reservation Confirmation Number: \_\_\_\_\_

\_\_\_\_\_  
FIRST NAME LAST NAME

MAILING ADDRESS: \_\_\_\_\_

Please check with this person (these persons) and ensure that he/she/they are willing to share room with you, and put your name on their Hotel Booking Form(s).

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**STEP FOUR: METHOD OF PAYMENT**

\_\_\_\_\_ Cheque/ International Money Order (enclosed payable to: (Name of Hotel) in US Funds) \_\_\_\_\_ Credit Card

Name as it appears on Credit Card: \_\_\_\_\_

Type of Credit Card: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**DO NOT SEND CASH THROUGH THE MAIL PLEASE**

**DO NOT SEND THIS FORM OR MONEY FOR HOTEL RESERVATIONS TO THE CONECAR OFFICE**

**DEADLINE FOR ROOM RESERVATION & DISCOUNTED RATES AT THE HOTEL IS **OCTOBER 24, 2009****  
**CONECAR 2009 does NOT assume responsibility for any unpaid bills**

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**STEP FIVE: POLICIES**

▪ **Changes to Existing Reservations**

Changes to your existing reservation can be made by contacting the Hotel of your choice.

▪ **Cancellation Policy**

To avoid a one night's room and tax charge, cancellations must be made at least **72 hours** prior to your scheduled arrival date. **VERY IMPORTANT:** If you do not arrive on the first night of your reservation, your entire reservation will be cancelled, and you will be charged for one night's room and tax. Also, upon check-in at the hotel, you must notify them of any change in your scheduled departure or you may be charged an early departure fee.

Signature of Registrant \_\_\_\_\_ Date \_\_\_\_\_

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Congress of Evangelicals in the Caribbean (CONECAR 2009)

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