

AAJHSC 2018 Convention
Hotel Reservation Form
WeKoPa Resort & Conference Center
May 10, 2018

Hotel Use: _____
 Rec'd: _____
 RP: _____
 MC: _____
 MA#: _____



TO MAKE RESERVATIONS, YOU MAY: E-mail to hotel at kmenke@wekoparesort.com or Fax to 480-789-8545

This form must be received no later than Friday, April 13, 2018 (cut-off date) or before the room block is filled, whichever comes first.
Room block may sell out before Friday, April 13, 2018 so we encourage you to make your reservation early.

AAJHSC Group Discount Room Rate: \$145.00 Tax (12.75%): \$18.49 Total Rate (Incl. Tax): \$163.49

(Room #1) Guest 1: _____ Guest 2: _____ *Please Circle Bed Type:*
 Guest 3: _____ Guest 4: _____ **1 King* or 2 Doubles***

(Room #2) Guest 1: _____ Guest 2: _____ *Please Circle Bed Type:*
 Guest 3: _____ Guest 4: _____ **1 King* or 2 Doubles***

(Room #3) Guest 1: _____ Guest 2: _____ *Please Circle Bed Type:*
 Guest 3: _____ Guest 4: _____ **1 King* or 2 Doubles***

(Room #4) Guest 1: _____ Guest 2: _____ *Please Circle Bed Type:*
 Guest 3: _____ Guest 4: _____ **1 King* or 2 Doubles***

(Room #5) Guest 1: _____ Guest 2: _____ *Please Circle Bed Type:*
 Guest 3: _____ Guest 4: _____ **1 King* or 2 Doubles***

(Room #6) Guest 1: _____ Guest 2: _____ *Please Circle Bed Type:*
 Guest 3: _____ Guest 4: _____ **1 King* or 2 Doubles***

***Please note, all bed type requests are subject to availability. The bed type guarantee or request will be listed on your confirmation e-mail(s).**

Our School's Information - Arrival Date: _____ Time: _____ / Departure Date: _____ Time: _____

School Name & Address: _____

City, State, Zip: _____

Contact Name: _____ Telephone: _____

E-Mail Address: _____ What is the easiest way to reach you? _____

Special Requests/Comments: _____

Rooms are run of the house (standard), All requests are subject to availability, arrival date, and time.

ADDITIONAL BEDS: Rollaway beds cannot fit into rooms with 2 double beds.
CANCEL POLICY: Reservations cancelled within 3 days of arrival date will be charged 1 night's room & tax.
LATE REQUESTS: Reservations requested beyond the cut-off date (**April 13, 2018**) or after the room block is filled, whichever comes first, are subject to availability. Rooms may be available after the cut-off date, but not necessarily at the group rate.
TAX: All reservations are subject to 12.75% tax. **To be tax-exempt, original tax-exempt forms must be presented at or before check-in, and these must be issued from the State of Arizona.** Please call hotel with questions: 480-789-5300.
SMOKING POLICY: Our hotel is 100% smoke-free. Any room smoked in will be charged a \$250 cleaning fee.

CONFIRMATIONS WILL BE SENT BY E-MAIL – IF EMAIL ADDRESS IS PROVIDED. Please allow 2 business days.

PAYMENT: WeKoPa Resort & Conference Center regrets that it cannot hold your reservation without a credit card for guaranteed arrival. The below credit card is used as *guarantee only*, and is not authorized for payment of the room. The below credit card will be charged \$160.11 (equivalent to 1 night's room & tax) if cancellation notice is not received 3 days prior to arrival. With all forms of payment (P.O., Company Check, etc.), each guest will be required to present a credit card or cash deposit upon check-in for incidental charges. Please note that payment is required by the front desk prior to issuing room keys.

Credit Card: _____ **Exp** _____ **Name:** _____

Method of Payment (please check one):

___ **Purchase Order.** A credit card is required to hold reservations. Please mail original purchase order or present to front desk upon arrival to WeKoPa Resort & Conference Center, Attn: Accounting. Make sure it has the name of your school and contact.

___ **Check.** A credit card is required to hold reservations. Only company checks are accepted. Please mail your check for the entire room & tax amount to WeKoPa Resort & Conference Center, 10438 N. Fort McDowell Road, Scottsdale, AZ 85264, Attn: Accounting. **Checks must be received 2 weeks prior to arrival.**

___ **Credit Card.** Please fill out a credit card authorization form and include with your reservation form. If choosing to pay for room & tax, each guest will be required to present a credit card or cash deposit for incidental charges.

