



HOLIDAY INN GROUP RESERVATION REQUEST FORM

Bi-Annual International Conference on Educational Leadership & Management 2023

RESERVATION INFORMATION:

Group Name: **Bi-Annual International Conference on Educational Leadership & Management**

No. of Adults: _____

No. of Children (11 and under) ____ (Max. 1 child per room free)

Arrival Date: _____

Flight #: _____

Arrival Time: _____ am/pm

Departure Date: _____

Check-in Time: 3:00 pm; Check-out Time: 11:00 am

SPECIAL HOTEL RATE: Rates are quoted in USD per night based on the All-inclusive plan. **Room tax of US \$4 per night additional will apply. Minimum length of stay: 2 nights.**

Room Category	Single	Double	Triple	Quad
Standard –Garden View Room	\$215	\$215	N/A	N/A
Superior-Ocean View Room	\$233	\$233	N/A	N/A
Deluxe-Ocean Front Room	\$264	\$264	N/A	N/A
Junior Suite	\$310	\$310	\$385	\$460

Room Type to Be Booked: _____

Special requests (this is based on availability):

- Single (1 person) Double (2 persons, King))
- Double/Double (2 beds, 2 persons)
- Triple (King Bed with Sofa or Two beds)
- Quad (King Bed with Sofa or Two beds)

Additional Requests: Please indicate below.

***RATES VALID FOR STAY DURING THE PERIOD:**

OCTOBER 15 – OCTOBER 23, 2023

RESERVATION MUST BE MADE CONFIRMED AND GUARANTEED BY: SEPTEMBER 15, 2023.

**** Airport shuttle service is not included in the all-inclusive package. However, taxis are available at the arrival lounge at the Sangster's International Airport and the cost is approximately US\$ 35 per trip one way. Note that additional charges may apply for extra baggage.**

GUEST NAMES AND CONTACT DETAILS

Ms. Mrs. Mr. Other _____

Full Name: _____

Full Name: _____

Full Name: _____

Full Name: _____

Address: _____

City: _____ State: _____

Country: _____ Zip Code: _____

Telephone: _____

Fax: _____ Email: _____

PAYMENT DETAILS:

All reservations must be guaranteed with a credit card and also for late arrival. The Holiday Inn Resort will provide confirmation within forty-eight (48) hours of receipt. Please note that one (1) night non-refundable deposit is required at the time of booking to guarantee reservation. Remaining nights will be collected at the time of check-in. **Original credit card must be presented at check-in. You may also choose the option of a payment link.**

CREDIT CARD DETAILS:

- American Express; Visa; Master Card; Discovery
- Payment Link (generated to your e-mail for payment)

Card Number: _____

Expiry Date: _____

Cardholder Name _____

Signature: _____ Date: _____

Day Passes are US\$75.00 per person/per day. The duration is from 11:00am – 5:30pm. Lunch passes are US\$45.00 per person/per day and is applicable to meals for the designated lunch period. Please indicate the number of day/lunch passes required:

Complete and send by email to: karen.guthrie@hiresortjamaica.com or groups@hiresortjamaica.com

Reservations in Jamaica: 876-953-2485 – 6
Overseas: Toll Free 1-888-288-6006