



GROUP HOUSING BLOCK REQUEST FORM

Room Block Request Deadline: August 4, 2010

Please use this form if you are booking 5 or more rooms.

Organization/Company: _____

Contact Name*: _____

Address: _____

City: _____ State: _____ Country: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

*The contact listed above is the **ONLY** representative from your company authorized to request room or make changes. A request to change the contact name must be made in writing to ABC Kids Housing / Wyndham Jade.

BLOCK PATTERN

1st Hotel Choice: _____ 2nd Hotel Choice: _____

3rd Hotel Choice: _____ 4th Hotel Choice: _____

Please provide a night-by-night breakdown of your requested room block. Use the actual arrival and departure dates for your block. See the example below for a block of 10 rooms.

Type of Rooms Needed	Thur 10/7/10	Fri 10/8/10	Sat 10/9/10	Sun 10/10/10	Mon 10/11/10	Tues 10/12/10	Wed 10/13/10
EXAMPLE	1	4	8	10	10	8	4
Single - 1 person / 1 bed							
Double - 2 people / 1 bed							
Double/Double - 2 people / 2 beds							
Triple - 3 people / 2 beds							
Quad - 4 people / 2 beds							
TOTALS							

Check if you prefer a suite/s* Check the type of suite needed One Bedroom Two Bedroom

of Suites Needed: _____ Arrival: _____ Departure: _____

*If a suite is checked, a Wyndham Jade suite specialist will contact you about suite options.

DEPOSIT INFORMATION

Deposit Information/Cancellation Policy: The hotels, with the exception of the Renaissance (see below), require a deposit equal to one night's room rate plus current tax of 12%; subject to change. The credit card that you supply with your rooming list will be charged. Deposits are refundable if accommodations are cancelled per the hotel's cancellation policy.

Renaissance Deposit/Cancellation Policy: The Renaissance requires a full pre-pay (room rate plus current tax of 12%; subject to change) for all nights. The credit card that you supply with your rooming list will be charged beginning August 9th. Deposits are refundable if accommodations are cancelled 14 days prior to arrival.

Send completed form to ABC Kids Housing / Wyndham Jade
 6400 International Parkway, Suite 2500, Plano, TX 75093
 Email: abc@wyndhamjade.com • Fax: 972.349.7715
 Phone (US & Canada): 800.722.9769 • Phone (International): 972.349.7627