

2018 Christmas Party Reservation Request

Hotel locations will vary - you will be notified when reservations are confirmed

Electronically fill-out form, save, and email to: mona@ctm.tax
no later than November 16

- Note: Maximum 4 people per room. 2 rooms per OFFICE LOCATION only.
- Room Reservations will be made in the name of the person listed as Guest #1 for each room

Office Location: _____ Manager: _____

<i>If you are attending the party only, and DO NOT require hotel rooms, complete this section only</i>	
Employee Name	Guest Name
Employee Name	Guest Name
Employee Name	Guest Name
Employee Name	Guest Name
Employee Name	Guest Name
Employee Name	Guest Name

<i>If you are attending the party and require a room, complete this section <u>only</u>:</i>		
Room #1		
Room Type: (Check ONE) 1 King Bed 2 Queen Beds		
Check-in Date: _____ Check-out Date: _____		
Guest #1: _____	Guest #3: _____	
Guest #2: _____	Guest #4: _____	

Room #2		
Room Type: (Check ONE) 1 King Bed 2 Queen Beds		
Check-in Date: _____ Check-out Date: _____		
Guest #1: _____	Guest #3: _____	
Guest #2: _____	Guest #4: _____	

Notes:

- Managers should coordinate reservations with their employees and send in one reservation sheet per office.
- Everyone will be required to check-in at the registration table.
- **For those out of town guests requiring a hotel room, please note that the hotel will require you to have a credit card upon check-in to cover incidentals (room service, phone, etc). This is standard hotel policy. CTM pays for room and tax only.**
- If a hotel reservation is made and not kept, the cost will be charged back to you. Make sure there are no unnecessary reservations.
- Managers will be responsible for their employees and their employees' guests. Please ensure that everyone is aware that this is a corporate event and inappropriate behavior will not be tolerated.