



HOTEL RESERVATION FORM
for
Virginia Association of the Deaf
May 21, 2010 – May 23, 2010

PLEASE NOTE: CUT OFF DATE FOR RESERVATIONS IS May 7, 2010
Please fax this form to 540-362-4506 or mail it to our address below

RATES: Single Occupancy @ \$99.00 Double Occupancy @ \$99.00
(Rates Do Not Include 12% (or applicable) Sales Tax)

The Holiday Inn Roanoke Valley View is pleased you have chosen us for your upcoming event. Our staff looks forward to serving you in the fine Holiday Inn tradition. In making your reservation we request that you either:

- 1) Enclose a check or money order equal to the first night's rate.
- or 2) Send us the entire number of your credit card listed below.
(Don't forget the expiration date and your signature)

The Holiday Inn Roanoke Valley View regrets that it cannot guarantee your reservation without one of the above. Deposits will be refunded only if cancellation notification is given prior to 4:00pm on the day of arrival.

- If more than one room, please:
- 1) Enclose list of names/addresses, indicating which guests share rooms
 - 2) Indicate how advance deposit should be divided (if applicable)
 - 3) Indicate how final payment will be made (one check or separate payments)

NAME: _____

ADDRESS (HOME/WORK) _____

CITY _____ STATE _____ ZIP _____ PHONE _____ FAX _____

PHONE (DAY) _____ EVENING _____

For arrival on _____ Depart on _____
(date and time) (date and time)

Please reserve ___ (no. of rooms) for ___ people Rollaway(s) @ \$15.00 per day

Names of persons sharing accommodations _____

Special requests (not guaranteed) ___ Smoking ___ Non-Smoking ___ Handicap Accessible
Check or Money Order enclosed: Amount \$ _____ Credit One Room ___ Credit Evenly Among all rooms ___
___ AMEX ___ Carte Blanche ___ Diners Club ___ Discover ___ Master Card ___ Visa

Credit Card # _____ Expiration Date: _____

Signature _____

Check in is after 4:00pm Check out time is 11:00am

RESERVATIONS REQUESTED AFTER THE CUT OFF DATE OR AFTER ALL ROOMS IN THE BLOCK ARE RESERVED ARE SUBJECT TO AVAILABILITY. ROOMS MAY STILL BE AVAILABLE BUT NOT NECESSARILY AT THE ABOVE RATE.
SPECIAL NOTE: CREDIT CARD IMPRINTS ARE REQUIRED IN ORDER TO HAVE CHARGING PRIVILEGES IN HOTEL.

3315 Ordway Drive, N.W. * Roanoke, VA 24017 * 540-362-4500 * Fax: 540-362-4506