

UH NFLRC
Summer Institute Symposium
July 24 – August 1, 2004

HOTEL RESERVATION FORM
(One Form Per Room)

Please submit this reservation form no later than June 24, 2004 to guarantee your reservation.

Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone: _____ Home Phone: _____

Arrival Date: _____ Est. time of Arrival: _____ Departure Date: _____

Number of Adults: _____ Number of Children: _____ Ages of Children: _____

Special Requests: _____

Please choose from the following choices:

(Rollaway beds and cribs are available for an additional \$25.00 per night.)

Queen Kapiolani Hotel

150 Kapahulu Avenue • Honolulu, HI 96815 • Phone: (808) 922-1941

_____ **\$58.00 / Moderate (City View) Hotel Room w/Mini Refrigerator, Coffee Maker**

_____ **\$63.00 / Superior (City View) Hotel Room w/Mini Refrigerator, Coffee Maker & Lanai**

_____ **\$72.00 / Ocean View Hotel Room w/Mini Refrigerator, Coffee Maker & Lanai**

Bedding Request (circle one):

Moderate Hotel Room: One Queen Bed or Two Twin Beds

Superior & Ocean View Hotel Rooms: One King Bed or Two Double Beds

Please advise your preference (circle one): Smoking Room Non-Smoking Room No Preference

(Note: Bedding type and non-smoking rooms are on a *request basis only*. The hotel will do its best to accommodate your requests.)

Rates are subject to 11.416% tax.

Please add a Dollar Rent-A-Car as follows:

___ **2-Door Economy Car @ \$30.00/day** ___ **4-Door Compact Car @ \$33.00/day** ___ **4-Door Midsize Car @ \$39.00/day**

Guarantee/Deposit Policy: To confirm and guarantee your reservation, please mail a check or money order in US funds in the amount of a one night's payment (please make the check payable to the *Queen Kapiolani Hotel*) along with this completed Reservations Form to: **Central Reservations Office, 175 Paoakalani Avenue, Honolulu, HI 96815**

Reservations can also be guaranteed utilizing a credit card. We accept all major credit cards. Please complete the following only if guaranteeing reservations to a credit card. This reservations form can be faxed to **(808) 924-1982** if guaranteeing with a credit card.

Type of Card: _____ Card Number: _____ Exp. Date: _____

Cardholder: _____ Signature: _____

Cancellation Policy: A one night's charge will be assessed for any cancellations received within 72 hours prior to arrival.

Please call our reservations office at (800) 367-2317 or (808) 922-4671 should you have any questions or require additional information.