



# ELEVATE|2008

## BANQUET TICKET PURCHASE & ACCOMMODATION RESERVATION FORM

Conference Group Name: Elevate 2008

Booking ID : AED0808 (The Banff Centre Use Only)

Conference Group Dates: August 24-27, 2008



**Purchase a banquet ticket for the conference and/or reserve your accommodation by sending this completed form by:**

FAX: The Banff Centre Reservations Office - (403) 762-7502

Mail: The Banff Centre Reservations Office, Box 1020, Stn. 15, Banff, Alberta, Canada T1L 1H5

If you have any questions about your accommodation and / or the conference, please phone: 1-800-884-7574 or (403) 762-6308

Or email: reservations@banffcentre.ca

### PERSONAL INFORMATION

Name \_\_\_\_\_

Title or Position \_\_\_\_\_

Organization/Jurisdiction \_\_\_\_\_

Mailing Address \_\_\_\_\_

City / Province / State \_\_\_\_\_

Country/ Postal / Zip \_\_\_\_\_

Code/ \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Confirmation of accommodation reservation and banquet ticket purchase statement will be sent by email to the address entered above. The original copy will be handed it out at the conference registration desk.

E-mail \_\_\_\_\_

E-mail confirmation:  yes  no

**Conference Package Dates: August 24 – 27, 2008 (3 nights)**

### ACCOMMODATION REQUEST DATES

Please note that check-in is after 4:00 pm, check-out is by 12:00 pm.

Arrival Date (mm / dd / yy) \_\_\_\_\_

Departure Date (mm / dd / yy) \_\_\_\_\_

Do you require a smoking room? (Limited to standard rooms only, and based on availability)

yes  no

Will you be accompanied by a spouse/companion?\*

(No charge if sharing room with a single delegate).

yes  no

Please indicate if you plan to bring your children

yes - ages: \_\_\_\_\_  no

\*\*If you are bringing your spouse / companion and they **ARE** attending the conference sessions, please select the standard or superior **DOUBLE** rate. Please indicate your spouse / companion's name under section "Accommodation Shares" below. If he/she is **NOT** attending the sessions, please select the Standard or Superior **SINGLE** rate.

For Triple/Quad Occupancy Request – Please phone The Banff Centre Reservations : 1-800-884-7574 for availability and price.

### Accommodation Package Rates (per day)

The nightly rate includes accommodation, wireless internet access in bed rooms, all gratuities, parking, access to the Sally Borden Recreation Facility. Prices are exclusive of 5% GST, 2% Tourism Improvement Fee and 4% Alberta Tourism Levy Tax, and are quoted in Canadian Dollars. Room assignments will be made based on availability at time of reservation. Reservations received after May 20, 2008 will be accepted on a space available basis only.

### Accommodation Superior Standard- SOLD-OUT

Single  \$227.00 (CAD)

Double  \$117.00 (CAD)\*

\*Double rate are per person sharing a room.

**ACCOMMODATION SHARES** (only for those delegates who selected the double package rate):

The Banff Centre will charge the single rate should your chosen sharing delegate cancel. Note: Each delegate must complete their own Accommodation Reservation Form.

Please name your chosen share partner: \_\_\_\_\_

### EVENT:

#### Off-site BBQ banquet, Tuesday August 26, 2008

Banquet ticket available at \$50.00 plus 5% GST and includes: dinner, one drink ticket and gratuities. Please indicate how many tickets you require:

I want to purchase \_\_\_\_\_ BBQ banquet Tickets @ \$50.00 each

### Meals at The Banff Centre

These meals can be paid for at time of consumption or can be charged to the room and settled upon departure. Individual meals can be purchased at the Main Dining Room at the following rates: Breakfast: \$15.50, Lunch \$19.50, Dinner \$35.00 (CAD, 5% G.S.T will be added to each meal)

### PAYMENT PROCEDURES:

#### Banquet Ticket:

**Payment is REQUIRED** in advance and will be processed at the time of reception of this form.

#### Accommodation:

The Banff Centre **REQUIRES** your credit card information OR a cheque made payable to "The Banff Centre" in Canadian Funds, equivalent to one night's stay (room portion only), in order to guarantee your reservation. No room charge will be applied to your account if your reservation is cancelled 48 hours prior to arrival. If we do not receive credit card information or a cheque with your returned form, we cannot hold your reservation.

If paying by cheque, please make payable to "The Banff Centre," and send payment to:

Reservations, The Banff Centre, Box 1020, Banff, Alberta T1L 1H5.

### How will you be paying for the Banquet Ticket(s)?

credit card: please specify:

American Express

VISA

En Route / Diners Club

Master Card

Name of Cardholder \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry \_\_\_\_\_

Signature \_\_\_\_\_

**How will you be GUARANTEEING for your ACCOMMODATION?**

- The same as above  
 Different from above: Please fill the information below:
- cheque / money order       credit card: please specify:  
 American Express       VISA  
 En Route / Diners Club       Master Card

Name of Cardholder \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry \_\_\_\_\_

Signature \_\_\_\_\_

**SPECIAL ACCOMMODATION / MEAL REQUEST**

If you require any special dietary arrangements (for example, vegetarian meals, gluten-free meals), please specify.

\_\_\_\_\_  
If you have any special physical /mobility requirements, please specify:

**SPECIAL PRE AND POST CONFERENCE RATES**

Prices are room rate only and do not include any meals, gratuities or taxes.

SUPERIOR    \$220.00 (CAD)    Single or Double per room  
STANDARD    \$210.00 (CAD)    Single or Double per room

**CANCELLATION POLICY**

**Accommodation:**

Room cancellation must be received at 48 hours prior to your scheduled arrival.

Reservations cancelled less than 48 hours prior to arrival will be subject to charge equivalent to one night's stay, plus taxes.

**Conference:**

There will be no refund of any portion of the banquet ticket purchase.

**TAXES**

a) The Banff Centre will charge GST on accommodation and packages. Canada imposes this Goods and Services Tax (GST) of 5% on all purchased goods and services while in Canada. These may be refunded upon application for all non-Canadian residents. Rebate forms are available at The Banff Centre.

b) The Tourism Improvement Fee (T.I.F.) of 2% is applied to all accommodation charges. The Tourism Improvement Fee (T.I.F.) is not refundable. The T.I.F. will not apply to room cancellation fees.

c) Alberta imposes an "Alberta Tourism Levy Tax" (ATL) of 4% on all accommodation charges. ATL is not refundable. ATL will not apply to "room cancellation fees".

**Additional Comments: (Comments or Questions?)**

The personal information on this form will be used for the purposes of managing your accommodation arrangements. The information is collected under the authority of the Post-Secondary Learning Act, Revised Statutes of Alberta, that mandates the programs and services offered by The Banff Centre and will be protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act. For inquiries about the collection and use of this information, contact the General Manager, Conferences, The Banff Centre, Box 1020, Station 11, Banff, Alberta T1L 1H5. Telephone: (403) 762-6435.