

# FAX ACCOMMODATION FORM



## Solution-Focused Brief Therapy Association November 17 ~ 21, 2010

**Conference Group:** Solution-Focused Brief Therapy Association  
**Booking ID:** SFG1011 (The Banff Centre use only)  
**Conference Group Dates:** November 17 ~ 21, 2010

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  
**E-mail** [reservations@banffcentre.ca](mailto:reservations@banffcentre.ca)

If you have any questions about your accommodation, please  
phone 1-800-884-7574 or (403) 762-6308.

### PERSONAL INFORMATION

Name \_\_\_\_\_  
Title/Position \_\_\_\_\_  
Organization/  
Institution \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City/Province/State \_\_\_\_\_  
Country \_\_\_\_\_  
Postal Code/  
Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Confirmation of accommodation reservation will be sent by e-  
mail within three working days to the address entered below.

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

### ACCOMMODATION REQUEST DATES

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

**Will you be accompanied by a spouse/companion?  
(No charge if sharing room with a single delegate).**  
 Yes  No

### SPECIAL MEAL/NEEDS REQUESTS

If you require any special dietary arrangements (i.e. vegetarian  
meals, gluten-free meals), please specify:  
\_\_\_\_\_  
\_\_\_\_\_

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

### ACCOMMODATION PACKAGE RATES

#### Contracted Conference Package Rates (per day)

A block of rooms has been reserved at The Banff Centre for this  
conference. The package rates include: accommodation, parking  
and access to the Sally Borden Recreation Facility. Prices are  
**exclusive** of daily conference service charge, 5% G.S.T., 4 %  
Alberta Levy Tax and 2% Tourism Improvement Fee. Prices are  
quoted in Canadian Dollars. Reservations received after **Monday,  
October 18, 2010** will be accepted on a space available basis only.

**Check-in is after 4:00 pm, check-out is by 12:00 noon.**

#### Superior Room (Professional Development Building)

- Single \$120.00  
 Double \$60.00

#### Standard Room ~ (Lloyd Hall)

- Single \$109.00  
 Double \$54.50

**Single rate** is for delegates *not* sharing accommodation with  
another delegate.

**Double rate** is per delegate sharing accommodation with another  
delegate.

#### SHARED ACCOMMODATION PARTNER

The Banff Centre will charge the single rate should your chosen  
sharing delegate cancel. If you have selected *Double*  
accommodation, please name your chosen share partner.  
**\*\*\*Each share partner must complete his or her own  
reservation form.\*\*\***  
\_\_\_\_\_

### PAYMENT PROCEDURES

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. You may send a cheque; however,  
confirmation of your accommodation reservation will not be sent  
until payment has been received and processed by the Reservations  
Department.

#### How will you be Guaranteeing your ACCOMMODATION?

- credit card  cheque

Please enter your credit card information:

- American Express  VISA  
 En Route / Diners Club  Master Card

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

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

Expiry \_\_\_\_\_ Signature \_\_\_\_\_

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#### **SPECIAL PRE AND POST CONFERENCE RATES (PER DAY)**

Prices are room rate only, exclusive of all taxes and do not include meals and gratuities. Special rate is available 3 days prior and 3 days following the conference should you wish to stay and enjoy Banff.

Room rates Superior	\$120.00 (CAD) per room per night
Standard	\$109.00 (CAD) per room per night

#### **TAXES**

a) The Banff Centre will charge GST on accommodation. Canada imposes this Goods and Services Tax (GST) of 5% on all purchased goods and services while in Canada.

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

c) The Tourism Improvement Fee (T.I.F) of 2% is applied to all accommodation charges.

d) Taxes are beyond the control of The Banff Centre, and may change without notice.

#### **CANCELLATION POLICY**

##### **Accommodation:**

Room cancellation must be received at least 48 hours prior to scheduled arrival. Reservations cancelled less than 48 hours prior to arrival will be subject to charge equivalent to one night's stay, plus taxes.

##### **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.