



728 Humboldt Street, Victoria, BC V8W 3Z5
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SUMMARY – ROOM RESERVATION DETAILS

ODR Forum 2008

Contact – Mr. Frank Fowlie, Chairman
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ROOM BLOCK:

June 2008	Mon 06/16	Tue 06/17	Wed 06/18	Thu 06/19
Deluxe Room – Rooming List	40	40	40	40
Deluxe Room – Individual Call In	10	10	10	10

RATES:

Room – based on occupancy	Single	Double	Triple	Quad
Deluxe Room	199	199	229	259
Deluxe Room with breakfast	219	239	289	339

Housing Method – 1:

Changes Authorized by:

- Rooming List must be received by **Friday, 2 May 2008** in order to receive the group rate
- **Mr. Frank Fowlie** will contact the hotel should any reservation changes be required

Housing Method – 2:

- Individual Call In – ask for the **ODR FORUM 2008** group rate
- Call Toll Free 1-866-306-5451 **OR** book on-line using the Hyperlink for direct access
- Reservations must be booked before **Friday, 2 May 2008** in order to receive the group rate
- Credit card numbers will be required to guarantee each reservation

Payment:

- Per rooming list, Room & Tax to be charged to the American Express card on file
- Per rooming list, Room & Tax to be paid by the individual guest before departure
- Per individual call in, Room & Tax to be paid by the individual guest before departure
- All guests, regardless of Housing Method, to pay their own Incidental charges before departure

Cancellation Policy:

- **7 day** cancellation policy
- Cancellations must be received, **in writing**, a minimum of **7 days** prior to arrival
- Please email cancellation requests to reservations@victoriamarriott.com
- Cancellation Fee equal to **one night's room and tax**

Early Departure Fee:

- **\$50.00 per night** if a guest checks out prior to the reserved departure date
- The fee is applied for every night that has been reserved and will not be used
- Guests must advise the hotel, a minimum of **24 hours prior** to checkin, of any changes to the departure date in order to avoid being billed an Early Departure Fee

Check In / Check Out:

Late Checkout Fee:

Other:

- 4:00 pm / 12:00 noon
- Subject to a half-day charge based on the **rate of the day**
- All rates are subject to applicable taxes in effect at check-in [currently 5% GST + 10% Room Tax]
- Taxes are subject to change without notice

Victoria Marriott Inner Harbour Contact Information

- Lindsay Thompson, Sales Executive
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PLEASE DISTRIBUTE TO ALL ATTENDEES