

CALIFORNIA ACADEMIC DECATHLON
MARCH 23-26, 2017

HYATT REGENCY SACRAMENTO
TEAM RESERVATION | PAGE 1 OF 2

HYATT REGENCY ~ TEAM BILLING FORM

MUST BE RECEIVED BY THE HYATT BY FRIDAY, FEBRUARY 17, 2017

1209 L Street Sacramento, CA 95814 (916) 443-1234, Phone ★ (916) 321-3779, Fax	CAD Hotel Reservations Donna Leonard, Coordinator Laura Singh, Coordinator
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This form is required in order to set up billing and to make reservations with the Hotel.
 Hotel must have full prepayment of estimated charges by **Wednesday, March 15, 2017**.

Credit card noted below will be charged for estimated charges on **Wednesday, March 15, 2017** if alternate form of payment (i.e., check) has not been received. Credit card will be refunded should check payment be received after this date or upon arrival.

Please mail or fax this form and the Team Reservation Form to the attention of:
Donna Leonard or Laura Singh at Hyatt Regency Sacramento.

Credit Card Information

Cardholder Name as it appears on the card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)
 Corporate | Company Name: _____

Account number: _____ Exp. Date: _____

Address (where statement is mailed): _____

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Email Address: _____

Rate Information and Estimated Charges

Room rate	Taxes	Total Daily Rate	No. of Nights	X	No. of Rooms	Grand Total
\$144.00	\$22.20*	\$166.20*	\$ _____		\$ _____	\$ _____

Select the applicable items below:

Room & Tax Parking All Charges Other: _____

*(15% applicable state and local taxes and \$0.60 per room, per night tourism assessment)

I certify that all information is complete and accurate and that I am the authorized signer of the credit card listed above. Should an alternate form of payment not be provided prior to **Wednesday, March 15, 2017**, I authorize the **Hyatt Regency Sacramento Hotel** to collect payment for all charges as indicated in the Rate Information and Estimated Charges section of this form by processing a charge to the credit card listed above.

Cardholder name: (printed) _____

Cardholder signature: _____ Date: _____

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1209 L Street
 Sacramento, CA 95814
 (916) 443-1234, Phone ★ (916) 321-3779, Fax

CAD Hotel Reservations
 Donna Leonard, Coordinator
 Laura Singh, Coordinator

Date _____ County/District _____ School _____

Coach _____ Phone () _____ E-mail: _____

Arrival Date _____ Arrival Time _____ Departure Date _____

- The Team Billing Form must accompany this Team Reservation Form in order to reserve the rooms noted below. **Team Reservation Form and Team Billing Form are due no later than Friday, February 17, 2017. Mail or fax forms to the attention of: Donna Leonard and/or Laura Singh.**
- **Prepayment (via credit card or check) for all estimated charges must be submitted to the Hotel by Wednesday, March 15, 2017.**
 NO PURCHASE ORDERS WILL BE ACCEPTED.
- If paying by check, please make check payable to: **HYATT REGENCY SACRAMENTO**. Hotel prefers to receive check payments prior to arrival.
- CAD Hotel rates will be available for March 21 – 27, 2017, based upon availability.
- Team Reservations will open on Monday, February 6, 2017 and close on Friday, February 17, 2017.
- General Guest reservations will be accepted based on availability between the dates of February 18 - 28, 2017.
- Reservations received after February 17, 2017 will be accepted on a space-available basis.
- Limit of five (5) Rooms per school/team. After February 17, you may contact the hotel to reserve additional rooms, if available, until February 28.
- The Hyatt Regency Sacramento Hotel guestrooms are furnished with one king bed for 1-2 persons or two full-size beds for 2-4 persons. Request for bed types cannot be guaranteed, but we will do our best to accommodate you.
- Rollaway Beds are available upon request. Only one rollaway, per room. Applicable for king bedded rooms, only.
- Teams may check in after 3:00 PM and must check out by 1:00 PM.

ROOM REQUIREMENTS [D] = Two Double Beds [K] = One King Bed

Room #1 Request, mark <input checked="" type="checkbox"/> one below: [D]ouble or [K]ing	Arrival	Depart
1.		
2.		
3.		
4.		

Room #2 Request, mark <input checked="" type="checkbox"/> one below: [D]ouble or [K]ing	Arrival	Depart
1.		
2.		
3.		
4.		

Room #3 Request, mark <input checked="" type="checkbox"/> one below: [D]ouble or [K]ing	Arrival	Depart
1.		
2.		
3.		
4.		

Room #4 Request, mark <input checked="" type="checkbox"/> one below: [D]ouble or [K]ing	Arrival	Depart
1.		
2.		
3.		
4.		

Room #5 Request, mark <input checked="" type="checkbox"/> one below: [D]ouble or [K]ing	Arrival	Depart
1.		
2.		
3.		
4.		

Total number of rooms requested _____	x \$166.20	= \$ _____	
Number of nights reserved _____	x _____		
Total Charges	= \$	_____	