SKILLS USA Reservation Request Form

School or Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ List Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Name of Guest | Check in Date | Check out Date | Room Type | Payment | Share Room Name 1 | Share Room Name 2 | Share Room Name 3 |
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| A Major Credit Card is required to guarantee all reservations made.  If payment is to be made by check or purchase order through a government entity, all charges must be paid no later than 3/21, once payment is received, the credit card used to guarantee reservations will be released  IF PAYMENT FOR RESERVATIONS IS RECEIVED LATER THAN 3/28/2022, RESERVATIONS WILL BE RELEASED  Room Rate is $163.00 per night.  There is a 7.5% sales tax, 6% lodging tax and a 1% City surcharge per room. For groups not tax exempt the nightly charge is $186.86.  If your organization is tax exempt the total charge per room is $164.63  The 1% City surcharge applied to each room, is not eligible for tax exemption  Submit your current Tax Exemption Certificate and Attestation Form with the rooming list.  CANCELLATIONS MUST BE RECEIVED NO LATER THAN 3/28 or WILL BE CHARGED ONE NIGHT ROOM AND TAX FOR EACH ROOM RESERVED.  Please Double Click the Calculator Below for Procurement Requisitions  Room Invoice Calculator    Please email completed forms to:  [Cailin.calimano@hyatt.com](mailto:Cailin.calimano@hyatt.com)and cc: [Michael.james@hyatt.com](mailto:Michael.james@hyatt.com).  If you have any questions, please call Cailin at 904-360-8685 between  9:00 AM and 4:00 PM EST, Monday –Friday. | | | | | | | |