* **Forms will not be accepted with partial information**. All items must be filled in completely. Reservations will not be made on partially filled out form. They will be returned for complete information
* Each guest room ***must*** list all occupants’ names prior to arrival
* **If student and advisor/teacher payment is different, you must fill out a separate form for advisor/teacher & students**
* **No housing changes 72 hours prior to arrival**
* Cancellations must be made at least 48 hours prior to arrival
* Fax to (502) 569-4616 or scan/email forms to Elizabeth Bednar Ebednar@ajshotels.com
	+ Please use subject line on email to include “DECA Housing Form”
* No purchase orders will be accepted. **No exceptions.**

|  |  |
| --- | --- |
| Adult Representative | Organization |
| Full Name | Click or tap here to enter text. | Name | DECA  |
| Cell Phone | Click or tap here to enter text. | Full School Name |  |
| Email |  | School Address |  |

|  |
| --- |
| Reservation Information |
| Group Start Date | Fri, 02/25/2022 | Group End Date | Mon, 02/28/2022 |
| Room Type  |   | Number of Rooms |  |

Rates shown are before applicable state and occupancy taxes- See Breakdown Below with Taxes:

|  |  |  |
| --- | --- | --- |
| **Room Rate** | **State Tax & Local Taxes** | **Room Total Each Night** |
| West Tower – Deluxe Rooms $ 164.00 | 16.07% - $26.35 | $190.35 |
| **Room Rate** | **State Tax Exempt – Local Taxes Only** | **Room Total Each Night** |
| West Tower – Deluxe Rooms $164.00 | 9.5% - $15.58 | $179.58 |
| **Room Rate** | **State Tax & Local Taxes** | **Room Total Each Night** |
| East Tower – Executive Suites $207.00 | 16.07%- $33.26 | $240.26 |
| **Room Rate** | **State Tax Exempt – Local Taxes Only** | **Room Total Each Night** |
| East Tower – Executive Suites $207.00 | 9.5% $ 19.67 | $226.67 |

Anticipated Arrival Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Departure Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transportation Type
(Select Type and Note Number of Each)

[ ]  Charter Bus Number \_\_\_\_\_\_\_\_

[ ]  School Bus Number \_\_\_\_\_\_\_\_

[ ]  Passenger Vans Number \_\_\_\_\_\_\_\_

[ ]  Personal Vehicles Number \_\_\_\_\_\_\_\_

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 1 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 2 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 3 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 4 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 5 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 6 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 7 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 8 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 9 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 10 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 11 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 12 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 13 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 14 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

Arrival Click or tap to enter a date. Departure Click or tap to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Room 15 | Student | Chaperone | Room |
| 1 |  |[ ] [ ]   |
| 2 |  |[ ] [ ]   |
| 3 |  |[ ] [ ]   |
| 4 |  |[ ] [ ]   |

**All reservations must be guaranteed with a credit card. Do not place credit card information on this form**. Credit card is for guarantee only and will not be charged unless this is your confirmed method of payment using the Galt House Credit Card

If more rooms are required, copy and paste the Room 15 table and rename it appropriately.

**Final payment made by** to include: [ ]  Room/Tax

[ ]  Check prior to arrival (must be received 14 business days prior to arrival) [ ]  Incidentals

[ ]  Credit card prior to arrival (must complete credit card authorization form below) [ ]  Parking

**Hotel standard check in time is 3 PM; standard checkout time is 11 AM.** Rooms will be checked in based on availability at arrival. Standard hotel policies such as early check-in and late check-out fees may apply.

**GALT HOUSE**

**CREDIT CARD AUTHORIZATION FORM**

**THIRD PARTY CREDIT CARD**

**CREDIT CARD AUTHORIZATION FORM**

Please complete the information below and fax this form back along with a copy of the front and the back of the credit card. Then fax it to the Reservations at (502) 569-4616 or email to Ebednar@ajshotels.com

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_authorize the Galt House , Louisville, KY

(Name as shown on card) (Name of Hotel)

To charge my \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for charges incurred by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Card Type) (Name of Guest)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Confirmation Number) (Date of Arrival) (Number of Nights)

**ALL CHARGES / ROOM AND TAX CHARGES / ROOM, TAX AND PARKING**

***(PLEASE CIRCLE ONE)***

OTHER (SPECIFY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Personal Credit Card [ ] School Credit Card [ ] – Include Tax Exempt Form

Card Holder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Cardholder’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\* ALSO PROVIDE A PICTURE ID PLEASE***

Tax Exempt Inquiries

We are more than happy to extend Sales Tax-Exempt Status to you, provided the following state requirements can be met:

* For groups within the state of Kentucky, a copy of a valid KY State Sales Tax Exempt form, complete with Tax Exempt number and signature.
* For groups outside the state of Kentucky, a copy of a valid KY Out-Of-State Sales Tax Exempt form, complete with Tax Exempt number and signature.
* For Federal and State entities, and others, paying by credit card, the card must identify the Sales Tax Exempt organization on the face of the card.

Please note:

Unfortunately, the Sales Tax Exempt certificate cannot be honored if you are paying by personal check, personal credit card, or cash. To receive Sales Tax Exempt status, the tax exempt group must pay for the charges.

Applications for purchase exemption certificates can be obtained from the Kentucky Revenue Cabinet at http://revenue.ky.gov/forms/cursalefrm.htm, (copy and paste), request form 51A125 or by calling (502) 564-5170.

Additionally, it is important to note that the City and State Transient Tax is a state mandated for occupancy of a room for fewer than 31 days. This is in addition to the State Sales Tax. Unfortunately, Sales-tax-exempt status for an organization does not exempt a group from the City and State Transient Tax.

Thank you for inquiring! If you have any questions, please contact our Accounting office at (502) 568-3496.