



RESERVATION FORM
ISGA Annual Convention

We thank you for selecting Hotel El Convento. The management and Staff look forward to hosting your event on **May 1-7, 2016**. We will honor your reservation with a one-night deposit prior to your arrival date by one of following forms of payment:

- You may guarantee prepayment with one of the following credit cars:
 - American Express, Master Card, Diners Club, Visa and Discover.
- Please include credit card number, expiration date and signature on the form below.*

Reservations must be made no later than: Wednesday, April 6, 2016

One night deposit will be non-refundable. For your protection, this reservation is nontransferable.

Return form to: Reservations department to: reservations@elconvento.com

with copy to: dgratacos@elconvento.com

Subject: RESERVATION FORM - ISGA Annual Convention

PRINT OR TYPE:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: (____) _____
 Arrival on: _____
 Departure on: _____
 Name(s) of person(s) sharing accommodation:
 1. _____
 2. _____
 3. _____

| | | | | |
|---|-----------------|-------------|----------|-------|
| Group Cut- Off Date: Wednesday, April 6, 2016. | | | | |
| Rate: | \$195.00 | | | |
| Note: Room type preference: (not guaranteed) | | | | |
| One Bed | | Two Beds | | |
| Credit Card Type | | | | |
| Amex | Visa | Master Card | Discover | Other |
| Credit Card # _____ | | | | |
| Exp. Date: _____ | | | | |
| Signature: _____ | | | | |

I authorize Hotel El Convento to charge my account for one night's deposit and all applicable taxes.

1. Checkout time is 12 noon. Check-in begins at 3:00p.m.
2. Reservations requested before or after the official group dates beyond the cut off date are subject to availability.
3. Rooms are assigned upon arrival of the guests.
4. ***All guest room rates are subject to the current tariff of 20% (taxable), a government tax 9% on regular rate.***
5. Additional person (3rd and 4th person) in room is \$35.00 each.
6. Children 12 and under are free when sharing a room with a parent.
7. A \$50.00 deposit per night, in addition to the room and tax prepayments, is required from guests who settle their accounts cash. The deposit will cover incidental charges only.
8. Valet parking is available to the hotel register guests at a cost of \$20.00 per day. These charges may be paid individually.
9. Miscellaneous Delivery fee is \$3.00 per room, per request.
10. Two night minimum stay is required for Friday and Saturday nights.

Hotel El Convento ~ 100 Cristo St. Old San Juan PR 00901 ~ 787.328.1157

Dovian Gratacos - Group Sales Manager

dgratacos@elconvento.com

www.elconvento.com