



UNIVERSITY OF HOUSTON - VICTORIA

3007 N Ben Wilson
Victoria, Texas 77901
361-218-6401

2014 Conference Housing Form

Group Name _____ Conference Dates _____

Primary Contact Person _____ Phone _____

Fax _____ Email _____

Address _____

On-site contact (w/phone) _____

Housing:

Rooms

- Jaguar Hall/doubles \$55.00
Jaguar Hall/singles \$45.00
Jaguar Court/doubles \$55.00
Jaguar Court /singles \$45.00
Jaguar Suites/ind \$60.00
Jaguar Suites/entire \$120.00

*Please note that all rates are quoted as per person per night.

Linen

- Linen Packets with Pillow \$20.00 (Pre order) \$25.00 (On-site)
Towel Exchange \$ 5.00

Internet

- Residence Halls \$2.00 per group (under 100) \$5.00 per group (over 100)

- Guarantee Number: (Total number requesting to be accommodated? Number will be used for billing)
Please distinguish the number of male (M) and female (F) spaces needed. M F
Group Type: Adults: Yes No If No, Children (Ages)
Do you need doubles (Two individuals share a room) and singles (One individual per room)? D S
Will there be any early staff arrival? Please list their day of arrival and the number expected. Date: #
Will your group need meals? Yes No (If yes, please fill out the Meal Plan Form.)

Please list the dates you will need rooms and the guaranteed number, type and gender.

Please provide a three-hour time period indicating your check-in/arrival time: _____



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	Date:	Date:	Date:	Date:
Number (guest)				
Room Type				
Gender				

All check-outs should be completed by noon on the last day of your conference.

Meeting Space Reservations:

Will you need meeting/program space? If so, please list dates, times and use of room (including number to accommodate).

Spaces, if available, will be charged to the group. Costs will be listed in agreement.

	Date/Time:	Date/Time:	Date/Time:	Date/Time:
Time Needed				
Reason for use				
Number to accommodate				

Parking Permits

Number of permits requested? _____

How many days? _____

This information will be put into your Guest Housing Agreement. Any change order to the Guest Housing Agreement should be faxed to **Kim Pickens** (361-580-5525) no later than 15 business days prior to your group's arrival. If we receive a written request with appropriate signatures within the above time frame, we will return via fax a signed confirmation and the new guarantee numbers will be attached to your agreement and used for billing purposes. If we do not receive any change order, the dates and participant numbers listed on your agreement will stand as the guarantee numbers for billing.

Sponsor Signature _____ Date _____

Facilities Sales Coordinator _____ Date _____